ServiceManual for the International Suppliers Fair (IZB)

Partner Region: ASEAN

14th – 16th October 2014

Wolfsburg | Allerpark

Germany

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→ **Organiser:**

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→ **Commissioned with the organisation on behalf of Wolfsburg AG:**

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Part 1 | General Information

IZB Dates | Delivery Address | Opening Hours | Ticket Prices

→ Event
The 8th International Suppliers Fair (IZB)

→ Event date
14th to 16th October 2014

→ Venue
38448 Wolfsburg, Germany | Allerpark area

→ Organiser
Wolfsburg AG | MobilitätsWirtschaft
(Mobility Business)
Major-Hirst-Strasse 11
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→ Address | Delivery Address
see p. 16 | Part 1

→ Trade Fair Office
Hall 1, Main Entrance

→ Opening Hours

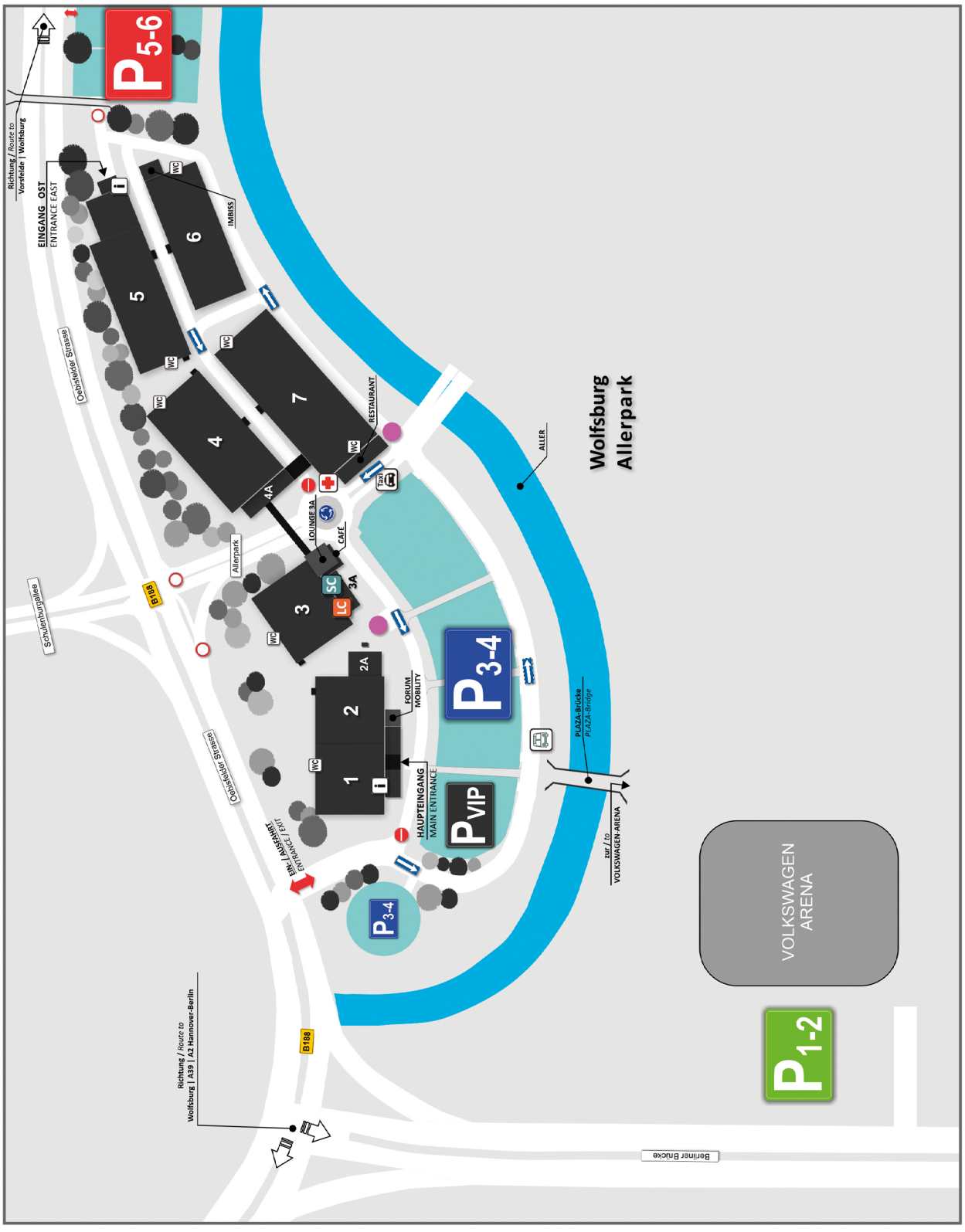
For Trade Visitors:	Tue	14th October 2014	10:00am – 6:00pm
	Wed	15th October 2014	10:00am – 6:00pm
	Thu	16th October 2014	10:00am – 6:00pm
For Exhibitors:	Tue	14th October 2014	9:00am – 7:00pm
	Wed	15th October 2014	9:00am – 7:00pm
	Thu	16th October 2014	9:00am – 7:00pm

→ Ticket Prices

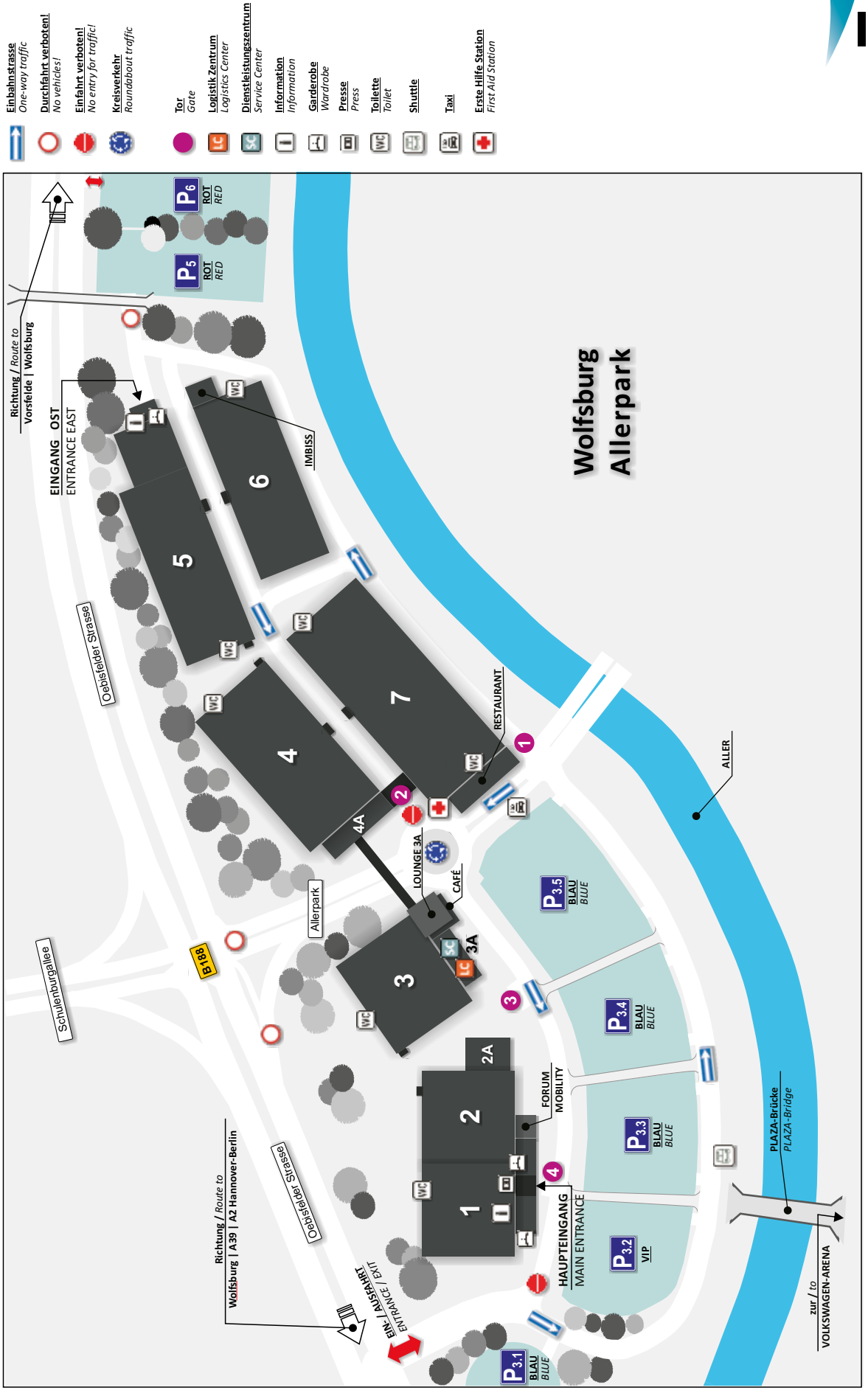
Day ticket	18 Euros, VAT included
School/university students (valid ID card required)	free admission
Three-Day ticket	48 Euros, VAT included

Part 1 | Map and Directions

Part 1 | Parking Facilities



Part 1 | Site Plan of the Exhibition Grounds



Part 1 | Installation and Dismantling Times

→ Installation Times

INSTALLATION

Installation Days	Delivery Times	Exhibit hall closes at
Tue 7th Oct. 2014	8:00am – 8:00pm	9:00pm
Wed 8th Oct. 2014	8:00am – 8:00pm	9:00pm
Thu 9th Oct. 2014	8:00am – 8:00pm	9:00pm
Fri 10th Oct. 2014	8:00am – 8:00pm	9:00pm
Sat 11th Oct. 2014	8:00am – 8:00pm	9:00pm
Sun 12th Oct. 2014	8:00am – 8:00pm	9:00pm
Mo 13th Oct. 2014	8:00am – 11:00am*	12:00am/midnight

*Please note that all aisles in the exhibition halls must be cleared by 12:00pm/noon on 13th October 2014 and that it will not be possible to transport exhibition material to the stands from this point onwards.

Installation in the stand areas must be completed by 12:00am/midnight on Monday, 13th October 2014!

→ Dismantling Times

DISMANTLING

Dismantling Days	Collection	Exhibit hall closes at
Thu 16th Oct. 2014	8:00pm – 10:00pm	2:00am (on Fri 17th Oct. 2014)
Fri 17th Oct. 2014	8:00am – 8:00pm	9:00pm
Sat 18th Oct. 2014	8:00am – 8:00pm	9:00pm
Sun 19th Oct. 2014	8:00am – 8:00pm	9:00pm
Mon 20th Oct. 2014	8:00am – 8:00pm	9:00pm
Tue 21st Oct. 2014	8:00am – 8:00pm	9:00pm

Please ensure that you fill in the "Installation and Dismantling" order form and follow the guidelines specified on the form!

Part 1 | Installation and Dismantling

Traffic Control – Time Slot Booking

Operational Management:
Schenker Deutschland AG
Karlsruher Strasse 10
30519 Hannover, Germany

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Our traffic management system is based on an Internet platform on which you need to book all of the logistics areas required for your lorry during the installation and dismantling periods.

You will receive precise information and instructions as to how to use the portal in the first quarter of 2014. We have therefore chosen to only provide a brief overview of the concept in this Service Manual.

→ **Stage 1**
In order to use the portal, you first need to complete the initial non-recurring registration process via an external link.

When completing the registration process, you will need to enter your company's master data and the contact details of the person responsible for your use of the portal.

You will then receive individual login details for the traffic management system.

→ **Stage 2**
You will also need to use an external link to log in to the online portal.

Once you have logged in, you are ready to go and can start to reserve your time slot for a logistics area (= Loading/unloading zone at the exhibition tent) online.

– You can select your desired logistics area and the date and time slot for your reservation. The portal will show you an overview containing a list of all of the time slots that are still available on your selected date.

– You can then enter all of your relevant details (e.g. exhibitor's name/stand constructor, hall number, stand number and lorry number plate). These details can be added/amended at short notice.

– Once you have entered your details, you will receive e-mail confirmation that your selected time slot has been reserved and information concerning the required order of logistics services from the trade fair's official freight forwarder.

– The freight forwarder will send you an order confirmation for the device/equipment that you have ordered once it has received your separate device/equipment order.

– The freight forwarder will also change the status of your booking from "reserved" to "booked" and you will receive an e-mail confirming that your selected time slot has been booked.

– Once your status has been changed to "booked", you will be able to access your entry permit, which you can print out from the system via any Internet connection. Your lorry driver must be in possession of this entry permit when he/she arrives in Wolfsburg.

Time slot reservations are only possible up to a maximum of 24 hours before the start of your ordered services so that the trade fair's official freight forwarder can plan its staff and technical equipment.

Reservations will automatically expire after a period of 24 hours if no order has been received by the trade fair's freight forwarder. This shall not apply to reservations made on Friday, Saturday, Sunday or public holidays.

→ **Stage 3**
The entry permit enables drivers to enter the exhibition grounds at the time specified on the permit (or a maximum of 15 minutes before or after the specified time). Drivers can access the grounds via the gate specified on the entry permit and must then drive to the logistics area shown.

Once the barcode on the entry permit has been scanned, the freight forwarder will be informed that the vehicle in question has entered the exhibition grounds. The forklift truck will then be sent to the logistics area that you have booked.

Part 1 | Installation and Dismantling Guidelines

→ **Logistics form deadline:** **19th September 2014**
→ **Time slot booking deadline:** **48 hours before the booking date**

→ **Trade fair freight forwarder contact details**

Schenker Deutschland AG Fax +49 5 11.8 70 05-79
Contact: Ms Nicole Peters E-mail izb.logistik@dbschenker.com

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1 A maximum speed limit of 5km/h applies in all areas of the exhibition grounds. Drivers must comply with the German Road Traffic Regulations („Straßenverkehrsordnung" – StVO) and the "priority to right" right of way regulation.

2 According to the judgement of the trade fair management or the organisational staff working on site at the exhibition grounds and depending on the development of the installation and dismantling process, the decision may be made to prohibit the entry of any vehicle to the exhibition grounds, even during the specified installation and dismantling times, in order to avoid possible traffic jams.

3 Every exhibitor, exhibitor's service provider (e.g. stand constructors) or trade fair supplier must register with DB Schenker in advance by completing and must also apply for a time slot online for deliveries/collections of partial or complete loads (see page 9 for further details). Registrations must be made by the deadlines stipulated above. Registrations made after these deadlines cannot be accepted.

4 Deliveries for the installation and dismantling process must be made between 8:00am and 8:00pm. No further entry to the exhibition grounds will be possible from 11:00am onwards on the last day of the installation period. The first possibility to enter the exhibition grounds after the end of the trade fair is between 8:00pm and 10:00pm on the last day of the trade fair.

5 When arriving at the exhibition grounds, each driver must register at the stand of the trade fair's freight forwarder. Delivery vehicles will be exclusively scheduled according to time registration and entry to the exhibition grounds will be permitted accordingly. **Non-registered vehicles will not be permitted to enter the exhibition grounds.**

6 **A cash deposit of 100 Euros per vehicle must be paid for each vehicle for the delivery and/or collection time slot.** This deposit will be retained if the driver requires longer than the specified time slot for unloading and no prior notice of an extended delivery and/or collection time is given by the deliverer or if the instructions given by the organisational staff are not followed, thus obstructing the delivery or collection process.

7 The entry pass given to the driver upon his/her arrival at the exhibition grounds must be placed in a visible position behind the windscreen and must include the following information: **exhibitor's name, hall/stand number, driver's mobile telephone number, lorry number plate, logistics area, date and time slot. Infringements may result in the loss of the deposit.**

8 The exhibition grounds do not contain any areas for the storage of empties/full loads or for an on-demand storage facility. DB Schenker offers exhibitors the option of storing their empties/full loads in an external storage area at the rates specified in the trade fair freight forwarder's tariff. Once they have been collected from exhibition stands, empties and full loads stored with DB Schenker cannot be accessed until they are due to be returned to their exhibitors!

9 Exhibition goods that are to be delivered and parked shipping containers for storage must be clearly labelled with the following information: **exhibitor's name, hall number and stand number. Non-identifiable and obstructing packages will be disposed at the exhibitor's expense. You can find a label template on page 15 to this Service Manual.**

10 For safety and organisational reasons, only the trade fair's freight forwarder authorised by the organiser of the trade fair is permitted to use cranes, powered forklifts with a driver's seat and similar material handling vehicles for loading and unloading, as well as for installation and dismantling, on the exhibition grounds. The contract concluded with the trade fair's freight forwarder is subject to the latest version of the Standard German Terms and Conditions for Freight Forwarders (Allgemeinen Deutschen Spediteurbedingungen, ADSp). The liability of the trade fair's freight forwarder shall end with the delivery of the goods to the stand or a designated area inside the hall, even if the exhibitor or his/her authorised representative is not yet present. This shall also apply to the project manager of a guest event or his/her authorised representative. Logistics Form 1 can be used to request a quotation for the required services. The charge for the use of material handling equipment shall be calculated according to the price list. Only the staff of DB Schenker are authorised to use material handling vehicles. Equipment hire is not possible.

11 The charge for any helpers required for loading and unloading purposes (e.g. for the operation of hand pallet trucks for the transportation of material to stands) shall be calculated per hour or part hour of work in accordance with the trade fair freight forwarder's tariff.

Part 1 | Installation and Dismantling Guidelines

→ **Logistics form deadline:** **19th September 2014**
→ **Time slot booking deadline:** **48 hours before the booking date**

→ **Trade fair freight forwarder contact details**

Schenker Deutschland AG Fax +49 5 11.8 70 05-79
Contact: Ms Nicole Peters E-mail izb.logistik@dbschenker.com

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12 Our hired staff are authorised to issue orders concerning transport control/routeing and loading/unloading activities. Non-compliance with these orders may result in dismissal from the area. The trade fair management reserves the right to tow away vehicles parked in obstructing positions at the expense of the vehicle owner.

13 All requested services must be ordered in good time, by the official deadline, online or by fax or on the date of performance of the service at our trade fair office by an authorised representative of the exhibitor or his/her service provider.

14 Our services are exclusively based on the latest version of the Standard German Terms and Conditions for Freight Forwarders (Allgemeine Deutschen Spediteurbedingungen, ADSp). We would be happy to provide you with a copy of these terms and conditions on request.

15 Customs handling processing for this event must be exclusively carried out by the main customs office of the German city of Hanover. As a result, customs goods cannot be delivered directly to the exhibition venue in any case but instead pass through the trade fair storage facility in Hanover. The customs clearance costs are listed in the trade fair freight forwarder‘s tariff.

16 If no forwarding insurance waiver declaration has been submitted, forwarding insurance rates will potentially apply for both transportation and handling services.

The insurance cover will be taken out and the rates charged per order.

The total amount of the forwarding insurance rates shall be based on the specified values of the goods (rounded off to the nearest 500 Euros) with a minimum value of 10,000 Euros.

For services within Germany and the EU: 0.1131% (including insurance tax, plus VAT)

For services outside of the EU: 0.28% for air freight services, 0.4% for sea freight services

Transport insurance is not included in the rates listed above. We would be happy to provide you with our competitive transport insurance rates on request.

17 Your packaging must be suitable for the properties and condition of the goods in question in terms of stability, material, size and fragility. Packages that cannot be handled manually due to their weight must be made suitable for handling using forklift trucks.

Part 1 | Logistics Tariff

→ **Logistics and customs provider:**

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1 Move in/move out via advanced warehouse Hannover

1. 1 Airfreight (From airport to booth):

From free arrival airport of destination (HAJ) up to free delivered exhibition booth, including the following services

- handling at the airport
- transfer to the warehouse
- unloading at the warehouse
- warehousing
- loading on truck
- transfer to the show site
- unloading at the show site
- delivery to the exhibition booth
- forwarding agents commission
- surcharges for overtime and weekend
- service/support and onsite supervision

Rates per shipment/exhibitor/AWB (1 cbm = 167 Kgs):

up to	50 kg	210.00 Euros
up to	100 kg	315.00 Euros
up to	200 kg	370.00 Euros
up to	300 kg	435.00 Euros
up to	400 kg	475.00 Euros
up to	500 kg	535.00 Euros
up to	600 kg	565.00 Euros
up to	700 kg	615.00 Euros
up to	800 kg	660.00 Euros
up to	900 kg	705.00 Euros
up to	1000 kg	760.00 Euros
up to	1100 kg	815.00 Euros
up to	1200 kg	860.00 Euros
up to	1300 kg	905.00 Euros
up to	1400 kg	955.00 Euros
up to	1500 kg	995.00 Euros
over	1500 kg	please ask for separate quote

These rates are also valid for re-exportation (vice-versa).

If for bulky cargo a special kind of handling is required extra charges may occur. These charges will be billed separately as per time & effort.

1.1.1 Surcharges for late arrival

Surcharges for late deliveries

- on handling tariff 25%

1.1.2 SpV-Premium (German liability insurance cover)

- from value rounded in increments of 500.00 Euros 0.1131% Euro
- minimum fee 1.31 Euros

1.2 Truckfreight (From warehouse to booth):

From free arrival warehouse of destination (HAJ) mentioned in the guidelines up to free delivered exhibition booth, including the following services:

- unloading at the warehouse
- warehousing
- loading on truck
- transfer to the show site
- unloading at the show site
- delivery to the exhibition booth
- forwarding agents commission
- surcharges for overtime and weekend
- service/support and onsite supervision

Rates per shipment/exhibitor (1 cbm = 167 Kgs):

up to	50 kg	145.00 Euros
up to	100 kg	245.00 Euros
up to	200 kg	255.00 Euros
up to	300 kg	280.00 Euros
up to	400 kg	315.00 Euros
up to	500 kg	355.00 Euros
up to	600 kg	390.00 Euros
up to	700 kg	420.00 Euros
up to	800 kg	455.00 Euros
up to	900 kg	485.00 Euros
up to	1000 kg	520.00 Euros
up to	1100 kg	560.00 Euros
up to	1200 kg	595.00 Euros
up to	1300 kg	630.00 Euros
up to	1400 kg	660.00 Euros
up to	1500 kg	705.00 Euros
over	1500 kg	please ask for separate quote

These rates are also valid for re-exportation (vice-versa).

If for bulky cargo a special kind of handling is required extra charges may occur. These charges will be billed separately as per time & effort.

1.2.1 Surcharges for late arrival

Surcharges for late deliveries

- on handling tariff 25%

1.2.2 SpV-Premium (German liability insurance cover)

- from value rounded in increments of 500.00 Euros 0.1131% Euro
- minimum fee 1.31 Euros

Part 1 | Logistics Tariff

→ **Logistics and customs provider:**

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1.3 Oceanfreight (From port to booth):

From free arrival port of Bremerhaven or Hamburg up to free delivered exhibition booth, including the following services:

- handling at the port of arrival
- transfer to the warehouse
- unloading at the warehouse
- warehousing
- loading on truck
- transfer to the show site
- unloading at the show site
- delivery to the exhibition booth
- forwarding agents commission
- surcharges for overtime and weekend
- service/support and onsite supervision

Rates per shipment/exhibitor/B/L (1 cbm = 200 Kgs):

up to	100 kg	465.00 Euros
up to	200 kg	495.00 Euros
up to	300 kg	555.00 Euros
up to	400 kg	640.00 Euros
up to	500 kg	695.00 Euros
up to	600 kg	740.00 Euros
up to	700 kg	810.00 Euros
up to	800 kg	860.00 Euros
up to	900 kg	925.00 Euros
up to	1000 kg	970.00 Euros
up to	1100 kg	1010.00 Euros
up to	1200 kg	1045.00 Euros
up to	1300 kg	1095.00 Euros
up to	1400 kg	1135.00 Euros
up to	1500 kg	1185.00 Euros
over	1500 kg	please ask for separate quote

These rates are also valid for re-exportation (vice-versa).

If for bulky cargo a special kind of handling is required extra charges may occur. These charges will be billed separately as per time & effort.

1.3.1 Surcharges for late arrival

Surcharges for late deliveries

- on handling tariff 25%

1.3.2 Full Container Loads (FCL), Direct deliveries

- on request

1.3.2 SpV-Premium (German liability insurance cover)

- rom value rounded in increments of 500.00 Euros 0.1131% Euro
- minimum fee 1.31 Euros

2 Customs Formalities

Customs formalities will be arranged acc. to previous instruction and do include all necessary procedures involved with customs officials.

2.1 Temporary importation/Re-Export

Charges for customs formalities on temporary basis (i.e. products, standmaterial etc.) incl.:

- issuing of customs declaration
- customs officers fees
- customs inspection

- per shipment and document 150.00 Euros
- customs bond fee (charges for deposited customs security)
  - from declared CIF-value 0.50%
  - minimum fee 30.00 Euros

2.2 Permanent importation

Charges for customs formalities for permanent entry (for giveaways, brochures etc.) incl.:

- issuing of customs declaration
- customs officers fees
- customs inspection

- per shipment and document 150.00 Euros
- fees for payment of duties and V.A.T. 1.50%
  - minimum fee 30.00 Euros

3 Onsite Services

3.1 Direct deliveries to fairground/forklift & personnel services

Due to situation onsite a forklift, manpower and pallet-jack are necessary for unloading and stand-delivery & vice versa.

- rental of a forklift up to 4 tons: 195.00 Euros/hour
  - incl. driver & fuel
  - incl. manpower & pallet-jack
- Minimum per order: 1 hour

3.2. Rental of equipment and personnel (for transports within hall + for standfitting)

- rental of a forklift up to 4 tons incl. driver & fuel: 149.00 Euros/hour
  - minimum use per order: 1 hour
- worker/manpower, unskilled: 46.00 Euros/hour
  - minimum use per order: 2 hours
- pallet jack: 15.00 Euros/hour
  - minimum use per order: 2 hours
- packer, skilled with tools: price on request

Part 1 | Logistics Tariff

→ **Logistics and customs provider:**

Schenker Deutschland AG
Karlsruher Strasse 10
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3.3. urcharges for equipment & personell rental

Surcharges for overtime/weekend will be charged as follows:

- after 16:00 hrs 25%
- after 20:00 hrs and saturday 50%
- aturday after 20:00 hrs, sunday 100%

3.4 Storage of empties/material during the show

Collection from stand, storage and returning to the booth after the end of the fair:

- Empty packaging material per stand/order per piece per commenced cbm 92.00 Euros/cbm
  – Minimum 4 cbm
- Valuables, Material per stand/order per piece per commenced cbm or 98.00 Euros/cbm
  – Minimum 4 cbm
- Pallet-jack 98.00 Euros/piece
- Ladder short upto 240 cm 75.00 Euros/piece
- Ladder long over 240 cm 125.00 Euros/piece

3.5 Accessible storage

Pick up from stand, storage, single deliveries to the booth during the fair:

- Charges per shipment and delivery:
  – charges for storage area on request
  – delivery or pick up during the show on request

3.6 SpV-Premium (German liability insurance cover)

- from value rounded in increments of 500.00 Euros 0.1131% Euro
- minimum fee 1.31 Euros

4 General

4.1 Extras

All other services not mentioned will be charged acc. to previous agreement. Not included are any duties and/or import V.A.T. for definitive importations, un/-repacking, also national turnover tax, as far as it has to be charged.

4.2 Liability

The liability of the logistics provider ceases with the delivery to the booth, even if the exhibitor is absent and it begins with the collection from the booth.

4.3. Terms of payment

All services are payable prior delivery to the booth per/via pre-payment, cash or credit cards, and/or special individual payment agreements need to be accepted from both sides before delivery to the booth.

4.4 General

All our business is transacted exclusively on the basis of the German Forwarders' Standard Terms and Conditions (ADSp), most recent edition, and, to the extent these do not apply to logistic services, in accordance with the General Terms and Conditions for Logistics-AGB. Under Clause 23 ADSp, liability for damage/loss to goods according to § 431 HGB (German Commercial Code) is limited to 5 Euros/kg whilst in the custody of the freight forwarder; to 2 SDR/kg (Special Drawing Rights) for multimodal carriage incl. sea transport; to 1 million Euros or 2 SDR/kg per claim or to 2 million Euros or 2 SDR/kg per event; irrespective of the number of claims per event, in each case whichever is greater.

The parties agree subsidiary, that (1) clause 27 ADSp does neither extend the liability nor the responsibility of the forwarder for agents, servants, employees or crewmembers beyond legal regulations as Art. 507 HGB, Art. 25 MC, Art. 36 CIM, Art. 20, 21 CMNI for the benefit of the principal, (2) the freight forwarder as a sea carrier is only liable for fault of his own part in case of risks provided in Art. 512 paragraph 2 no. 1 HGB such as default in navigation of the ship or fire on board and (3) the freight forwarder as a carrier defined in CMNI is relieved of liability in compliance with the requirements provided in Art. 25 paragraph 2 CMNI such as default in navigation of the ship, fire on board of defects of vessel. In addition the Fair and Exhibition Conditions are applicable.

The "Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)" terms and conditions are the basis for heavy-load orders.

For goods which are under temporary importation and the charges have to be billed to a company which is located outside the European Economic market's territory (EEC), no German turnover tax has to be debited on our charges. But all our charges are taxable if the shipment for which they do occur has to be finally imported into Germany/EEC. That can be eg. catalogues, which have been given free by customs, as well as products who have already been sold within Germany or the EEC market.

15

DB SCHENKER

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EXHIBITION GOODS

NAME OF CONSIGNEE:		**EXHIBITION NAME:** **I Z B 2014** **DATE OF SHOW:** October 14th - 16th 2014 **VENUE:** ALLERPARK WOLFSBURG, GERMANY		
HALL No.:	**STAND No.:**			
SHIPPER:		**PIECE No.**	**GROSS WEIGHT (KG)**	**DIMENSIONS (CMS) LENGTH x WIDTH x HEIGHT**
Additional information:		**of**		**x x**

SCHENKER***fairs*** – Karlsruher Strasse 10 – 30519 Hannover – Germany
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Part 1 | Delivery Addresses and Deadlines

1 For shipments of individually packaged goods/shipments of parcels and courier shipments weighing up to 1500kg

Schenker Deutschland AG
c/o Internationale Zulieferbörse (IZB)
Karlsruher Strasse 10
30519 Hannover, Germany
c/o exhibitor's name
Hall/Stand number: _____

→ **Note 1:**
Charges will apply for the storage of goods in the interim warehouse and the delivery of goods to exhibition stands.
Please feel free to contact us at any time to enquire about the rates charged for these services.

→ **Note 2**
Courier shipments sent directly to Wolfsburg cannot be processed or cleared!

ARRIVAL DEADLINES FOR THE DELIVERY OF SHIPMENTS OF INDIVIDUALLY PACKAGED GOODS/ SHIPMENTS OF PARCELS AND COURIER SHIPMENTS TO THE SHIPMENT ADDRESS

Arrival Deadline	Date
Arrival deadline for the delivery of LCL sea freight shipments to the Port of Hamburg	Monday, 29th Sept. 2014
Arrival deadline for the delivery of FCL sea freight shipments to the Port of Hamburg	Saturday, 4th Oct. 2014
Arrival deadline for air freight shipments to Hanover Airport (HAJ)	Monday, 6th Oct. 2014
Arrival deadline for the delivery of lorry shipments of individually packaged goods to the HAJ warehouse in Hanover (customs goods)	Tuesday, 7th Oct. 2014
Arrival deadline for the delivery of lorry shipments of individually packaged goods to the HAJ warehouse in Hanover (non-customs goods)	Thursday, 9th Oct. 2014

2 For shipments of partial/complete loads weighing 1500kg or more

Internationale Zulieferbörse (IZB)
Allerpark (Schützenplatz)
38448 Wolfsburg, Germany
c/o exhibitor's name
Hall/Stand number:

→ **Note 1**
It is essential that you book a time slot for this option.
Please follow the instructions given on page 9 of this Service Manual to book your time slot using our online tool.

You will be required to pay a deposit for direct deliveries/collections.
Further details concerning this deposit and deposit amounts can be found on page 12 of the Service Manual.

Part 1 | Stand Construction

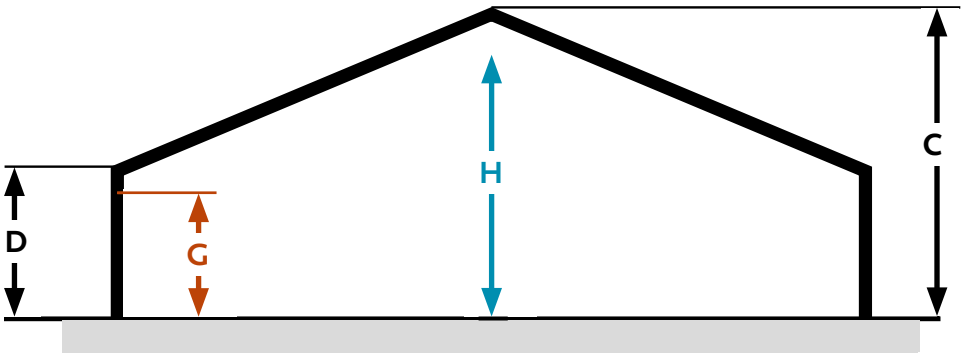
→ Type of Halls

Lightweight Construction Halls:

- Self-supporting aluminium frame structure with standard tarpaulin covers
- Interior roof lining made of nettle cloth
- Standard side walls made of PVC panels
- Closed wooden floor; aluminium cassette construction
- Vehicles are not admitted in the halls
  (an exception is made for exhibition vehicles only after further consultation)
- Delivery and supply services to the halls via entrance/emergency doors (1.75m wide);
  loading ports up to a width of 5m are available for installation and dismantling activities
- Maximum floor loading capacity: 500 kg/m²
- See table for maximum construction height

→ Hall Dimensions

Cross-section



HALL DIMENSIONS

		Hall 1 + 2	Hall 2a	Hall 3	Hall 3a	Hall 4a	Hall 4	Hall 5	Hall 5a	Hall 6	Hall 7
	C	12.00m	7.80m	12.00m	8.60m	8.60m	12.00m	10.55m	8.80m	10.55m	12.00m
maximum construction heights	**D**	4.00m	3.25m	4.00m	6.20m	6.20m	4.00m	4.00m	4.00m	4.00m	4.00m
	H	**9.50m**	**6.30m**	**9.50m**	**5.00m**	**5.00m**	**9.50m**	**8.50m**	**7.50m**	**8.50m**	**9.50m**
	G	**2.50m**	**2.50m**	**2.50m**	**5.00m**	**5.00m**	**2.50m**	**2.50m**	**2.50m**	**2.50m**	**2.50m**

Part 1 | Technical Guidelines

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1 Preliminary remarks

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH has prepared directives for trade fairs. The aim is to maximise the opportunities for all exhibitors to present their exhibits, and to address their visitors and other interested persons.
These directives must be complied with by all exhibitors. These directives also contain safety regulations, intended to serve the interests of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible.
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH reserves the right to carry out checks to ensure compliance with these regulations. Statutory regulations in their respective valid form must also be observed.
If any defects that have been detected have not been remedied before the start of the event, the use of an exhibition stand may be prohibited in the interests of all those participating in it.
We reserve the right to make any other additional demands regarding safety and the construction of stands which may arise.
As a rule the order forms for services are dispatched together with notification of acceptance. They should be filled in and returned within the specified time. It they are not received on time, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH can provide no guarantees regarding correct and punctual fulfilment of such services.
Furthermore, if orders are submitted after the specified deadline, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH reserves the right to impose a surcharge on the rates, in accordance with the details given in the service folder.
For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for, and staging of the event.
As a result, and due to the different structural conditions at the individual exhibition grounds, there may be differences in the various implementing provisions.
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH also reserves the right to make alterations.
The German text is binding.

1.1 Domiciliary rights

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, together with the organisers, exercises domiciliary rights.
Visitors may only enter the grounds, including the halls (except for the entrance areas), if they are in possession of a valid admission ticket. All other persons require a pass.
The stay is limited to the times specified on the admission ticket or pass.

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The admission tickets must be retained while on the grounds and must be shown to the appointed supervisory personnel on request.
Exhibition stands may only be entered under the supervision of the stand personnel.
Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent of guardian.
The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations.
Demonstrations on the Exhibition Grounds are not permitted.
Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.
Visitors are not permitted to exhibit, sell or distribute printed matter or goods of any kind on the exhibition grounds, or to use sound media or sound amplifiers etc. on the grounds.
Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.
Smoking is not allowed in any hall. The respective guidelines must be followed.
In accordance with the particular nature of the event, a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles, and of items of clothing such as coats, jackets and capes may be examined.
No weapons may be brought onto the grounds.
No dogs or other animals are allowed onto the grounds.
At closing time visitors to events must leave the event and the grounds by the nearest exit.
The instructions of supervisory personnel must be complied with.

1.2 Opening times

1.2.1 Construction and dismantling periods

During the general construction and dismantling periods work may be carried out in the halls and on the outdoor grounds between 8 a.m. and 10 p.m., unless, in the case of a specific trade fair, other times have been announced by means of a circular.
For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

1.2.2 Duration of the event

For the duration of the event the halls will be opened one hour before the start of the fair and closed again one hour after the official closing time.
For individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from the fair management.

2 Traffic on the exhibition grounds, emergency exits, safety Installations

2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed.
The Road Traffic Regulations – StVO – apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.
The maximum permitted speed on the exhibition grounds is 5 kph.
Vehicles may not enter the halls for the purposes of unloading or loading. Engines should be turned off while loading or unloading is taking place.
Restrictions on entry and rules regarding payment of a security during events and during the construction and dismantling periods will be announced in the information sent to exhibitors, or in the advice for drivers.
Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.
The instructions of the persons appointed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH to direct and regulate traffic must be strictly complied with, and any corresponding information must be observed.

2.2 Emergency exits

2.2.1 Manoeuvering areas for the fire service, hydrants

The access routes and manoeuvering areas for the fire service are clearly marked, and must be kept clear at all times.
Vehicles and objects left on emergency exits and safety areas will be removed at the owner's risk and expense.
Hydrants may not be obscured, obstructed, or built over.

2.2.2 Emergency exits, escape hatches, aisles in the halls

Emergency escape routes must be kept clear at all times.
The doors along the escape routes must easily open outwards across their entire width.
Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended objects or in any other way obscured.
Items may not be placed in the aisles in the halls, or placed so as to restrict the width of the aisles.
These aisles are needed as emergency exits!

2.3 Safety equipment

Fire alarms, fire extinguishing equipment, smoke detectors and other safety equipment, the signs indicating them, and the green signs for the emergency exits must be accessible and visible at all times, and may not be obscured or built over.

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2.4 Stand numbering
The organiser will provide each stand with a number.

2.5 Security cover
The organiser will be responsible for providing general supervision of the halls and the open-air grounds for the duration of the fair. General supervision is only provided at certain times during construction and dismantling.
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is entitled to implement any measures needed for carrying out checks and providing security cover. If security cover for the stand itself is required, this must be organised by the exhibitors themselves.
Security officers to guard the stands may only be obtained from the security company appointed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

2.6 Vacation for safety reasons
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH may order rooms or halls to be closed or vacated for safety reasons. Any persons in such rooms or buildings must comply with instructions.
Exhibitors must inform their staff about this procedure and if necessary must prepare and publicise their own plans for vacating rooms and buildings. It is your responsibility to ensure that your stand is cleared.

3 Technical data, and the equipment in the halls and on the open air grounds

3.1 Data pertaining to the halls
(see "Technical equipment in the halls")
3.1.1 General lighting, types of current, voltages
The general hall lighting has an intensity of at least 100 lux, measured 1 m. above the hall floor.
Available types of current and voltages on the exhibition grounds:
Type of supply: TN-C/S network
AC 230 volt (± 10%) 50 Hz
Three-phase 3 x 400 volt (±10%) 50 Hz
3.1.2 Supplies of compressed air, electricity, natural gas and water
The supplies of electricity and water to the stand are obtained through the hall floors.
3.1.3 Communication facilities
Telephone, telefax, data and aerial connections to the stands can be provided from the hall floors. In Halls 9 abc, 13, 16, 25 and 26 abc these services are supplied from the ducts in the hall floors.
3.1.4 Heating/ventilation
The halls are equipped with ventilation systems. If necessary, the halls will be heated for the duration of the event (+18 °/ 20 °C).
3.1.5 Interruptions to supplies or services
If interruptions occur in the technical supplies the fair management should be notified immediately.
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH accepts no liability for losses or damage caused by such interruptions.

3.2 Open-air grounds
Open-air grounds are not available.

4 Stand construction regulations

4.1 Constructional safety of stands
Exhibition stands, together with their installations and exhibits, and any means of carrying advertising, must be stable, so that they do not jeopardise public safety and order, and in particular, do not present a hazard to life and heath.
Exhibitors are responsible for the static safety and may be required to furnish proof of same.

4.2 Stand construction approval
The Technical Directives must be adhered to with regard to the design and execution of the stand, but drawings do not need to be submitted for approval if the stand in the halls is only a single storey structure up to 2,50 m height. If the stand occupies an entire hall or section of a hall through which public access must be provided, details of the access must be submitted for approval. This also applies in the case of single-storey structures.
Multi-storey stand structures are not permitted.
If requested by exhibitors, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH can arrange for the stand construction plans (submitted in duplicate) to be checked.
All other stand structures, mobile stands, outdoor structures, special structures and constructions require approval.
4.2.1 Examination and acceptance of structures requiring approval
Scaled plans of stands, to a scale of at least 1 : 100, showing the layout and elevations, must be submitted in duplicate to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH at least 6 weeks prior to the start of the event for approval.
Following examination, one copy of the stand plans will be returned to the exhibitor / stand constructor, endorsed as approved. The stand structure shall only be considered to have been accepted when this approval endorsement has been issued.

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For the approval of:

– Special structures/constructions, special structural components, structures over public access areas, platforms (see item 4.2.1)
– Auditoriums with a capacity in excess of 200 persons (see item 4.4.4)
– Aisles, gangways, steps, railings, parapets (see item 4.6)

the following documents, in German (in duplicate) are required at least 6 weeks prior to the start of the event:

a) examined static calculation in accordance with German industrial standards and technical rules. Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a technical inspector or a structural stability expert approved in accordance with the respective state building regulations.
b) description of the building, location plan,
c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
d) item a) does not apply if a type certifcation suitable for examiniation or a valid inspect and test log in accordance with FIBauR (Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspect and test logs will be shown by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH on behalf of the exhibitor to the local Building Inspectorate responsible for the final acceptance.
The exhibitor / stand constructor will be invoiced for the costs of the construction approval process.
In addition to type testing/type certification for individual items of technical equipment, e.g. sports and games equipment with mechanical or electrical functions, the following documents, in German, must be submitted inspection:

– Description of construction and operation
– Design drawings,
– Proofs of stability,
– TÜV test certificates, approvals

or

– Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's in accordance with BauPG, §§ 9, 10. The above documents may also be required.

If none of the stress analysis documents examined a stated above are available, they may be drawn up with the assistance of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH. The costs will be borne by the exhibitor/stand constructor.

4.2.2 Vehicles and containers

If used as stands, vehicles and containers placed in the halls require official approval.

4.2.3 Alterations to non-regulation stand structures

Stand constructions that have not been approved, or that do not conform to the Technical Directives or to legal requirements, may have to be altered or removed.
If work is not carried out within the specified time, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is entitled to undertake the alterations itself, at the exhibitor's expense.

4.2.4 Extent of liability

No claims can be entertained against MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for loss or impairment of, or damage to the designs, models or other documents submitted.

4.3 Construction heights

If not otherwise stated for specific fairs, the standard height of stand constructions is +2.50m above the surface of the floor.
If the standard height is exceeded, the lessee shall be required to erect a stable, white partition without joints immediately adjacent to the neighbouring stand.
No height restrictions are imposed on exhibits in current production (1.50m less than the ceiling clearance in the hall).
However, agreement must be reached regarding structures exceeding the standard height if they are situated adjoining neighbouring stands.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Materials used for stand construction and decoration

Easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases, such as polystyrene foam (styrofoam) or similar materials may not be used.
In individual cases, and for safety reasons, special requirements may be imposed with regard to load-bearing structures (i.e. that they should not be of inflammable materials).
Decoration materials must at least conform to DIN 4102 B1, or EN 1350/1 Category C, i.e. they must be flame-retardant.
Normally inflammable decoration material may be used in certain areas if their installation provides sufficient protection against catching fire.
The use of plastic cable ties to secure any parts subject to stress is not permitted.
Test certificate for the categories of material used must be available. Broad-leaf or coniferous trees may only be used with dampened root balls.
Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not as a rule satisfy the aforementioned requirements.

4.4.1.2 Displays of motor vehicles

Vehicles powered by combustion engines may only be exhibited in the halls if the fuel tank is virtually empty.
Battery terminals must be disconnected and the fuel tank must be sealed off. In the case of gas-powered vehicles see item 5.7 concerning the pressurised container.

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4.4.1.3 Explosive substances/Munitions
Explosive substances are regulated by the Law on Explosives (Sprengstoffgesetz) in its current amendment and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Law (Waffengesetz).

4.4.1.4 Pyrotechnics
Pyrotechnic displays are not permitted.

4.4.1.5 Flying objects/Balloons
Approval must be obtained from MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for the use of balloons and flying objects filled with safety gas in the halls and on the open-air grounds. Necessary cleaning charges are at the exhibitor's expense.

4.4.1.6 Smoke machines
The use of smoke machines is not permitted.

4.4.1.7 Smoking ban
Smoking is expressly prohibited in every hall.

4.4.1.8 Waste, recyclable and residual materials
Any containers placed on the stands for recyclable and residual materials may not be made of inflammable materials. Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair. The containers must be put close to the hall entrances (to be easily removed by the cleaning staff).
If larger quantities of inflammable materials accumulate, these must be removed several times daily.

4.4.1.9 Spray guns, cellulose spray paint
The use of spray guns and cellulose spray paint is not permitted.

4.4.1.10 Grinding and all forms of work using naked flame
Welding, cutting, soldering, melting, grinding and other forms of work that pose a fire risk are not permitted in the halls.
When carrying out such work outside the halls, the surrounding area must be effectively screened to eliminate any risk. A means of extinguishing fires must be kept ready in the immediate vicinity.

4.4.1.11 Empty packaging
Empty packaging of all kinds (boxes and packing materials) may not be stored in the hall, either inside or outside the stand.
Any such empty packaging must be removed immediately.

4.4.1.12 Fire extinguishers
During construction and dismantling and for the duration of the event a suitable fire extinguisher with at least 10 extinguishing units must be provided. The location of the extinguisher on the stand must be indicated, in accordance with the accident prevention regulations BGV A8 (VBG 125). Additional fire extinguishers may be required for stand areas above a certain size.

4.4.2 Covering over the stands
The materials used for horizontal decorations and for ceiling areas over single and collective stands must be at least "flame retardant", and proof, in accordance with DIN 4102/B1 must be furnished in the form of a test certificate.

4.4.3 Glass and acrylic glass
Any glass used must be suitable for the purpose. Only safety glass may be used for glass structures.
The edges of panes of glass must be worked or protected in such a way as to eliminate any risk of injury.
If placed at eye height, parts made entirely of glass must be marked.

4.4.4 Enclosed auditorium
Auditoriums must have at least two exits leading directly to the aisles of the halls.
These exits should be placed as far as possible from one another.
Special approval must be obtained for auditoriums with a capacity of more than 200 persons.

4.5 Exits / emergency routes, doors

4.5.1 Exits / emergency routes
The distanance between any point on a display area and a hall exit may not exceed 20m in a straight line.
Each lounges/recreation room with a floor area in excess of 100 m^2 must be provided with at least two exits leading to emergency escape routes. These exits must be as far apart as possible from one another and running in opposite directions.
The escape routes must be marked as such, in accordance with BGV A8.
A minimum number of escape routes (exits, stairways, corridors) must be provided, with the following minimum inside widths:

- up to 100m^2:
  1 escape route, 0.90m wide
- over 100m^2 and up to 200m^2:
  2 escape routes, each 0.90m wide
- over 200m^2 and less than 400m^2:
  2 escape routes, each 1.20m wide

4.5.2 Doors
Swinging, revolving, code-operated, sliding doors and other restrictions on access may not be used along emergency routes.

4.6 Platforms, parapets, ladders, ramps, raised walkways, stairs
Generally accessible walkways and other such areas which are immediately adjacent to areas that are more than 0.20m lower must be surrounded by parapets. These must be at least 1.10m high. Parapets on areas accessible to the public attending trade fairs must be provided with a firm, non-slip handrail. To make it more difficult for anyone to climb over the parapets only enclosed infilling or vertical bars with a max. gap or aperture of 0.12m are permitted.
Parapets in areas with restricted access to trade visitors must be made safe at least a non-slip handrail together with a centre and lower brace.
Static proofs must be supplied for landings and the parapets that they require.

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In accordance with floor use, the structure must be designed to take a load of at least 2.0 kN/m² , in accordance with DIN 1055, Sheet 3, Table 1.
Single-step platforms may not exceed 0.20m in height.
Ladders, ramps, raised walkways and stairs must comply with accident prevent regulations.

4.7 Stand design

4.7.1 General appearance

Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question.
Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items.
Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.
If approval is granted to exceed the construction height, the lessee is required to erect a stable, white partition, free of joints directly next to the adjoining stand.

4.7.2 Checking the rented area

The organiser will mark the rented area.
All exhibitors are required, when on site, to inform themselves about the location, dimensions and any fittings, safety installations etc.
The boundaries of the stand must be strictly observed.

4.7.3 Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, or the insertion of screws or nails), they may not be painted or papered, nor may anything be pasted onto them.
No parts of the hall or technical installations may be allowed to support stand fittings or exhibits.
However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to the permitted construction height.

4.7.4 Hall floors

When laying carpets and other floor coverings measures must be taken to prevent accidents. These carpets and floor coverings may not extend beyond the boundaries of the stand.
Only adhesive tape may be used to attach the floor coverings, and when this is removed no residues should be left behind. All materials used must be removed without leaving resdues. Substances such as oil, grease, paint and similar items must be removed from the floor immediately.
Only adhesive tape may be used to attach the floor coverings, and when this is removed no residues should be left behind. All materials used must be removed without leaving residues. Substances such as oil, grease, paint and similar items must be removed from the floor immediately.
The hall floor may not be painted, nor may anything be stuck to it.
Anchor points and attachments in the hall floor are only possible under certain conditions and approval may be granted in response to an application.
Repairs to the floor will be carried out by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH or its contractors, for which a charge will be made.

4.7.5 Items suspended from the hall ceilings

Items must not be suspended from the hall ceilings.

4.7.6 Partitions marking the boundaries of the stand

The organiser will rope or cordon off the rented stand area, and mark it accordingly.
Partitions for marking the boundaries of the stand are not available on the exhibition grounds.
The backs of standard partitions belonging to neighbouring stands may not be used unless prior approval has be obtained by the neighbouring exhibitor.
If required, partitions and the walls of booths in the halls can be ordered with MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, for which a charge will be made.
A tolerance of up to 80mm must be allowed when calculating the dimensions of the rented area, to allow for the partitions on both sides.

4.7.7 Advertising material / Presentations

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height.
They should contribute towards a harmonious overall impression.
Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, to congestion in the aisles, or drown out announcements by the fair authorities in the halls. The volume must not exceed 70 dB(A) at the boundaries of the stand.
Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

4.8 Open-air grounds

The use of open-air grounds is only permitted in exceptional cases and upon prior approval of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

5 Operational safety, technical safety regulations, technical rules, technical services

5.1 General rules

Exhibitors are responsible for ensuring operation safety and compliance with industrical safety and accident prevention regulations on their stands.
Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

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5.1.1 Damage
At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in buildings, or to installations will be made good by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH at the exhibitor's expense.

5.2 Use of working equipment
The use of devices that fire bolts is not permitted in the exhibition halls.
Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.

5.3 Electrical installations
5.3.1 Electrical connections
One or more connection points with fuse boxes and master switches will be provided for each stand requiring electrical power.
These connection points (main connectors) will be installed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH or its appointed contractors, for which a charge will be made.
Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the connections.
The sum total of the power required by all consumer units (electric lights, motors, appliances etc.) should be shown, to enable a sufficient cross-section for the power supply lines to be calculated.
For safety reasons the power supply may be cut off on the final day after the close of the fair.
5.3.2 Installations on the stand
After orders have been placed, electrical installation work on the stand will be carried out by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH or its appointed contractors, for which a charge will be made.
It is essential that 30 mA voltage-operated earth leakage circuit breaker systems are used for all sockets and lighting circuits.
The exhibitor may use his own electrical contractors or an approved specialist firm to carry out installation work within the stand, in accordance with VDE regulations, valid European regulations and current available technology.
5.3.3 Assembly and operating regulations
All the electrical equipment must be installed and operated in accordance with the current, valid safety regulations of the Association of German Electrical Technique VDE or the current, valid EU standards (EN). Special attention must be paid to VDE 0100, 0108, 0128 and ICE standard 60364-7-711.
Compensation must be made for installations using fluorescent tubes (single compensation or dual circuit).
The high or low frequency interference delivered to the mains must not exceed the figures stated in VDE 0160 and VDE 0838 (EN 50 006).
The measures intended to provide protection in the event of indirect contact must include any conductive structural components (earthing of the stand).
Only cable with a minimum cross section of 1.5mm² Cu of the types NYM, H05VV-F, H05RR-F may be used.
The only exceptions are in the case of wiring supplying consumer units which are used at different locations (appliances etc.) with a length of up to 1.5m.
Uninsulated electrical wires and terminals may not be used in low voltage installations (low voltage lighting systems), and stranded systems must be fully insulated too.
Secondary circuits must be protected against short-circuiting and overloading.
Transformers and converters should be protected by primary and secondary fuses.
Electronic protection systems do not constitute automatic cut-out devices as defined in the VDE regulations.
Measures should be undertaken to prevent lamps from falling out.
For halogen lights only lamps fitted with a protective disc may be used.
Bus bars must be provided with protective covers.
Connection using plastic cable ties is not permitted.
Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.
Uninsulated electrical wires and terminals may not be used for voltages in excess of 25 V AC or 60 V DC. (protection against direct contact must be provided).
Users may not carry out their own extensions or alterations after approval has been granted.
No power may be obtained from neighbouring stands.
Stands are not permitted to use their own power supply systems.
5.3.4 Safety measures
As a means of protection, all heat-generating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases.
Appliances should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.
Lighting units may not be attached to inflammable decorations or similar items. The manufacturer's instructions must be complied with.
5.3.3 Safety lights
Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective, require their own, additional safety lighting, in conformity with VDE 0108.
It should be installed so as to enable persons to safely find their way to the general escape routes.

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5.4 Water and sewage installations
Each stand to which water and sewage connections are to be made will be provided with one or more such connections.
Supply lines on their own are only permitted for permanent consumer units. Outflow pipes with a nominal diameter of less than 50mm will not be laid.
Water supply pipes and sewage pipes will be installed by MW Messe-, Ausstellungs- und Dienstleistungs-gesellschaft Wolfsburg mbH or its contractors to floor level, for which a charge will be made. Independently executed assembly work beneath the hall floor is not permitted. Independently executed assembly work above the hall floor that is not of suitably professional standard will be dismantled or made good by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, for which a charge will be made.
Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the connections.
For safety reasons the water supply may be cut off on the final day after the close of the fair.

5.5 Compressed air / Gas installations
5.5.1 Compressed air installations
Compressed air installations may only be installed in combination with a compressor owned by the exhibitor. Such installations require the express approval of the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.
5.5.2 Gas installations
Gas installations of any kind are not permitted.

5.6 Mechanical installations, pressurised containers, exhaust gas installations
5.6.1 Machine noise
In the interests of other exhibitors, the operation of noisy machinery and appliances should be kept to a minimum. Noise levels at the boundaries of the stand must not exceed 70 dB(A).
5.6.2 Equipment Safety Law and Product Safety Law
All technical working equipment and consumer products being exhibited must satisfy the current and valid terms of the Equipment and Product Safety Law (GPSG).
Technical working equipment and consumer products that do not conform to these requirements must be provided with a clearly visible sign stating that these items do not comply with the aforementioned law and may only be purchased after the conform to statutory requirements.
The relevant declaration of conformity by the manufacturer must be available on the stand for all technical working equipment and consumer products bearing the CE symbol.
The stand personnel must ensure that suitable measures are undertaken to protect against injury when demonstrations are taking place.
The stand personnel are also responsible for ensuring that no unauthorized persons are allowed to operate the equipment.
5.6.2.1 Protective devices
All protective devices must be in place when machinery and apparatus are being operated.
Normal protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material.
The protective devices may be removed if equipment is not being operated, in order to show visitors the type of construction and design of the parts otherwise covered. Such protective devices must be placed next to the machine, where they can be clearly seen.
5.6.2.2 Test methods
The technical working equipment on display may be inspected with regard to its accident prevention and technical safety features, by the relevant supervisory authority acting in association with the relevant technical commissions from the professional associations, and inspections may be carried out to ensure that safety requirements are being complied with.
To enable the authorities to examine the equipment to ensure its conformity to the requirements of the CE symbol, the EC declaration of conformity must be kept available for inspection on the stand. Any doubts in this respect should be clarified before the start of the fair with the relevant authority.
5.6.2.3 Ban on the operation of equipment
MW Messe-, Ausstellungs- und Dienstleistungsgesell-schaft Wolfsburg mbH is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, grounds exist for believing that operation might present a material or personal risk.
5.6.3 Pressurised containers
5.6.3.1 Inspection certificate
Pressurised containers may only be operated on the stand if the tests required under § 9-11 of the Pressurised Container Regulations (Druckbehälterverordnung) in their current amendment (BGBL I, p. 843) have been carried out.
The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand.
5.6.3.2 Testing
The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.
If applications are received up to 4 weeks prior to the start of the fair, pressurised containers requiring testing may be inspected and tested by the Technical Supervisory Authority (TÜV). The certificate for construction and water pressure testing should be made available, and an appointed mechanic should be present on the stand.

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5.6.3.3 Hired equipment
Since the relative short period of the fair does not allow time for the testing of foreign pressurised containers, exhibitors are advised to hire pressurised containers that have already been tested.
5.6.3.4 Monitoring
During the event the necessary approval documentation should be available for inspection by the supervisory authority.
5.6.4 Exhaust gases and vapours
Exhibits and devices which produce flammable gases and vapours, are harmful or hazardous to health or create a nuisance to the general public are not permitted.

5.7 The use of pressurised gases and inflammable liquids
5.7.1 Pressurised gas installations
The storage and use of pressurised gas in the halls and on the grounds is not permitted, except with the written permission of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.
5.7.2 Inflammable liquids
5.7.2.1 Storage and use
The storage and use of inflammable liquids in the exhibition halls and on the grounds is not permitted.

5.8 Asbestos and other hazardous materials
The use of construction materials or products containing asbestos is prohibited. The basis for this prohibition is provided by the Law for Protection against Hazardous Materials (Chem. Gesetz), BGBl. 1, Part 1, in conjunction with the Prohibited Chemicals Regulation (ChemVerbotsV) and the Regulation on Hazardous Materials (GefStoffV), in their current amendments.

5.10 Protection against radiation
5.10.1 Radioactive materials
Dealing with radioactive materials is not permitted.
5.10.3 Laser installations
Approval must be obtained, together with the agreement of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, in order to operate laser installations. In accordance with § 6 of the accident prevention regulations regarding laser beams (Unfallverhütungsvorschriften "Laserstrahlung") BGV B2, the relevant authority must be notified about the intention to operate laser installations. The announcement must be accompanied by a written authorisation from the Laser Protection Officer for the operation of laser equipment. The application or announcement must be submitted at least 6 weeks prior to the start of the event, using the appropriate form.

5.11 High frequency equipment, radio systems, electromagnetic compatibility, harmonics
To ensure uniform frequencies and to eliminate mutual interference between the various systems wherever possible, the approval of the relevant regulatory authority, Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen and the agreement of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH must be obtained by operators of high frequency equipment, radio installations and other transmitters for telecommunications purposes, as well as of pager systems, microport systems, two-way intercom and telecontrol systems. No special form is required when applying to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for this permit. The application should be accompanied by the relevant technical data.
High frequency equipment and radio systems may only be operated if they conform to the terms of the Telecommunications Equipment Law BGBI and of the Law on the Electromagnetic Compatibility of Equipment (EMVG), in their current valid versions.
If exhibits or stand decorations are used that involve the creation of electrical, magnetic or electromagnetic fields, the stipulations of the 26th Regulation on the Implementation of the German Anti-Pollution Law must be observed.
The electrical installations used in exhibits should be planned in such a way as to prevent excessive phase effects on the power supply to the Exhibition Grounds resulting from harmonics (see also Item 5.3.3).

5.12 Cranes, stacker trucks, working platforms, empty packaging
The use of cranes and stacker trucks is restricted to the forwarding companies/contractor companies appointed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.
Within the exhibition grounds all forwarding rights are held by the forwarding companies appointed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH accepts no liability for any risks arising out of the activities of the forwarding companies.
No empty packaging of any kind may be stored on the stands.

5.13 Reproduction of music
Under the terms of the Copyright Law, § 15 Urheberrechtgesetz (BGBl 1) in its current amendment, the reproduction of music of all kinds require the approval of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA).
Failure to register the reproduction of music may result in claims by GEMA for damages. (§ 97 Urheberrechtgesetz).

5.14 Facilities for dispensing drinks
The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, apply to all installations used for dispensing drinks.

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This imposes a documentary obligation, i.e. the operator must provide proof that he has met his duties of supervision and care, and of the way in which he has fulfilled these obligations.
Reference source for DIN standards:
Beuth Verlag GmbH, Burggrafenstr. 6, 10787 Berlin, Germany, http://www.beuth.de

5.15 Inspection of foodstuffs
If samples of foodstuffs are offered for consumption on site, or if food and drinks are sold on site, various legal provisions, including those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMBG in their current amendments (BGBl) must be observed.

6 Environmental protection

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is fundamentally committed to protecting the environment.
As the contractual partners of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

6.1 Waste management
The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-AbfG, in its current amendment), the associated implementing provisions and rules, as well as the law for the avoidance and disposal of waste and refuse in Wolfsburg.
Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, the duration of the event, and dismantling of their stands.
Technical arrangements for the disposal for recycling purposes and removal are the sole responsibility of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH and its appointed contractual partners.
6.1.1 Disposal of waste materials
In accordance with the principles of recycling, every effort should firstly be made to avoid the production of waste materials on exhibition grounds.
Caterers should avoid using disposable plates and cups.
Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event.
This objective must be pursued even at the planning stage and in coordinating the efforts of all those involved. In general re-usable materials should be used in constructing and operating the stand, and should have the minimum environmental impact.
Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge.

6.1.2 Waste materials requiring special supervision
Exhibitors are required to report to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH with details about any waste materials which by their nature, condition or quantity represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or inflammable (e.g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.
6.1.3 Waste materials brought in
Materials and waste that are not produced during the event, and are not the result of the construction and dismantling work may not be brought onto the exhibition grounds.

6.2 Water, sewage, protection of the soil
6.2.1 Oil fat separator
Water introduced into the mains may not contain higher levels of harmful materials than those allowed in normal domestic use.
If water containing oils or grease at higher levels than those specified is introduced into the sewage system, oil/grease extractors must be used.
Mobile caterers must ensure that grease and oils are retained and disposed of separately.
6.2.2 Cleaning / Cleaning agents
All cleaning work must be carried out using biodegradable products.
In accordance with the regulations, cleaning products that contain hazardous solvents may only be used in exceptional cases.
Cleaning work during the event and during the construction and dismantling periods may only be carried out by the cleaning company appointed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

6.3 Environmental damage
Environmental damage/contamination (e.g. by petrol, oil, solvents, dyes) must be reported to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH immediately.

6.4 Protection against noise
Every effort must be made to avoid making excessive noise during construction and dismantling.
Noisy activities must be avoided on weekdays before 7 a.m. and after 6 p.m., on Saturdays after 4 p.m. and on Sundays and public holidays.
Any contravention of this rule may result in a ban on construction and dismantling work during the periods referred to.

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of the company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH für Messen und Ausstellungen

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1 Final Provisions

1.1 Stand Registration

Registration for a trade fair or exhibition (event) shall be carried out using the pre-printed "Registration" form. The form must be filled out carefully and signed as legally binding. Registration represents the submission of an irrevocable offer of contract to the company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH to which the exhibitor is bound until the beginning of the event.

1.2 The Subject Matter of the Contract

The main components of the contract are:

a) the registration form
b) the specific Terms and Conditions of Participation
c) the regulations stipulated in the exhibitor service documents
d) the General Terms and Conditions

In the case of discrepancies between these components, the regulations shall apply in the order listed above.

1.3 Inclusion of the Contract Terms and Conditions

By signing the stand registration form, exhibitors accept both the General Terms and Conditions and the Terms and Conditions of Participation, as well as the regulations stipulated in the exhibitor service documents, as binding. Exhibitors are responsible for ensuring that the individuals whom they employ at the event are also provided with a copy of the entire contract.

2 Co-exhibitors

If several exhibitors want to hire a stand together, they must specify their authorised exhibition representative when registering for the event. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH will then deal with this representative alone. The exhibition representative shall be liable for any fault attributable to himself/herself or to his/her principals. The exhibitors hiring the stand as a group shall be liable to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH as joint debtors.

3 Conclusion of Contract

3.1 Order Confirmation

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall decide to accept the offer of contract by sending the exhibitor a written order confirmation (confirming the authorisation of the exhibitor and the registered exhibition material).

3.2 Limitations to Exhibitors and Exhibition Material

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is entitled to exclude individual exhibitors from participation in the event or limit the event to specific groups of exhibitors if this becomes necessary in order to achieve the purpose of the event and is based on objectively justified reasons, in particular if the amount of space available is insufficient. This shall also apply to exhibition material.

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3.3 Deviation from the Registration
In the case that MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH accepts the registration of the exhibition area or exhibition material subject to extensions, limitations or other changes, it shall be bound to the modified offer for 2 weeks.

4 Stand Allocation

4.1 Basic Principle
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall allocate stands according to the topic and content of the event in question and the space available for the event. Stand requests will be taken into account where possible.

4.2 Changes to Neighbouring Stands
Exhibitors must accept that at the beginning of the event, the positions of other stands may have changed since they received authorisation. Claims for damages are excluded for both parties.

4.3 Swapping Stands and Allocating Stands to Third Parties
Exhibitors are not permitted to swap their allocated stand with another exhibitor or to partially or fully allocate their stand to a third party without accordingly arranging this with MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

5 Exhibition Material

5.1 Removal and Replacement
Exhibitors are only permitted to exhibit the agreed exhibition material, which may only be removed from its location when agreed with MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH. Exhibitors are only permitted to replace exhibition material one hour before the start and one hour after the end of the event's daily opening hours and may only do so when agreed in writing with MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

5.2 Exclusion
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is entitled to demand the removal of exhibition material in the case that this material was not listed in the stand hire contract, proves to be disturbing or dangerous or does not comply with the objective of the event. If exhibitors do not remove this exhibition material, it will be removed by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH with legal assistance at the exhibitor's expense.

5.3. Direct Sales
Direct sales are not permitted at the event unless explicitly authorised. In the case that sales are explicitly authorised, exhibition material must display clearly legible price tags. Exhibitors must particularly ensure that they acquire and comply with authorisations involving trade and health regulations. More detailed information on this matter can be found in the exhibitor service documents.

5.4 Industrial Property Rights
Exhibitors must ensure that they have copyrights and other industrial property rights to their exhibition material. Protection of designs (utility patents and design patents) and trademarks for a period of six months starting at the beginning of an exhibition shall only apply when the German Federal Minister of Justice has published a corresponding announcement in the German Federal Law Gazette ('Bundesgesetzblatt') for the exhibition in question.

6 Terms of Payment

6.1 Due Payments
The stand hire price as stated in the order confirmation must be paid into one of the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH accounts listed on the invoice by the deadlines stipulated in the specific Terms and Conditions of Participation. Exhibitors must specify their customer and invoice number when making their payment. Invoice amounts will be due once invoices have been issued. The closing invoice will be sent after the end of the event.

6.2 Assignment and Set-Offs
The assignment of claims against MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is excluded. The set-off of claims is only permitted in the case of counterclaims that are undisputed or have been legally substantiated.

6.3 Complaints
Complaints concerning invoices can only be taken into consideration when submitted to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH in writing within 14 days after the invoice has been issued.

6.4 The Lessor's Lien
In order to secure its claims, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH reserves the right to claim its lien and sell the pledged property by private contract after announcing this intention in writing. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall only be liable for damages to the pledged property in the case that these arise as a result of intent and gross negligence.

7 Liability and Insurance

7.1 MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be fully liable for damages caused as a result of intent and gross negligence on the part of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, its legal representatives or its executive staff.

7.2 MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be liable on the merits for damages caused by ordinary agents as a result of gross negligence. The total amount covered by this liability is limited to damages that must be typically expected in the case of contracts such as the contract in question.

7.3 MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be liable on the merits for all

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violations of essential contractual obligations. Essential contractual obligations are those that must particularly be complied with in order to achieve the purpose of the contract (cardinal obligations). Unless a case covered in section 7.1 is involved, the total amount covered by liability in the case of violations of cardinal obligations shall be limited to damages that must be typically expected in the case of contracts such as the contract in question.

7.4 The liability limitations specified in sections 1 to 3 shall not apply in the case of liability for a lack of assured properties, liability in accordance with the German Product Liability Act or liability in the case of injury to life, body or health.

7.5 The liability of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for initial defects in the hired item regardless of negligence or fault (warranty liability) is excluded.

7.6 Exhibitors shall be liable in accordance with the legal regulations. It is recommended that exhibitors take out exhibitor insurance. More detailed information on this matter can be found in the exhibitor service documents.

8 Cancellation, Non-Participation by Exhibitors and Withdrawal from the Contract by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH

8.1 Cancellation and Non-Participation by Exhibitors

Exhibitors must still pay the full amount of their stand hire price if they cancel their participation in the event or do not participate in the event without sending notification of cancellation. If an exhibitor cancels his/her participation in the event and his/her stand can be successfully hired out to another party, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to claim payment of 25% of the stand hire charged from the original hirer. The full stand hire must be paid when MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH hires the agreed stand area out to another party but the overall stand area nevertheless decreases as a result of the cancellation/non-participation. The exhibitor shall be entitled to prove that these costs were not incurred by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH or that the amount is incorrect. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH reserves the right to assert further claims.

8.2. Withdrawal from the Contract by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to withdraw from the contract in the case that:

a) it has not received the complete hire payment by the due date specified in the invoice at the latest and the exhibitor also does not pay this amount after the expiry of a grace period that he/she has been granted;

b) the stand is not noticeably occupied on time, namely by 24 hours before the official opening of the event at the latest;

c) the exhibitor violates the venue regulations and does not cease to do so, even after being warned;

d) the registered exhibitor no longer meets the requirements for the granting of authorisation or MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH later becomes aware of reasons that would have justified non-authorisation if MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH had known about these reasons in good time. This particularly applies in the case of legal composition or bankruptcy proceedings involving the exhibitor or if the exhibitor becomes insolvent. The exhibitor must immediately inform MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH about the start of such proceedings or insolvency. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to lodge claims for damages in the cases specified above. Section 8.1 shall apply in such cases.

9 Force Majeure

9.1 Cancellation of the Event

If MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is unable to hold the event due to circumstances for which neither MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH nor the exhibitor is responsible, it shall not be entitled to claim payment of the stand hire fee. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall, however, be entitled to charge the exhibitor for the costs incurred for the work ordered from MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH by the exhibitor if the exhibitor does not provide evidence that the results of this work is of no interest to his/her company.

9.2 Rescheduling of the Event

If MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is able to host the event at a later point in time, it must notify the exhibitors immediately. The exhibitors shall then be entitled to cancel their participation in the event on the rescheduled date within a period of one week following receipt of this notification. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall not be entitled to claim payment of the stand hire fee in the case of cancellation.

9.3 Once the Event Has Started

If MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is forced to shorten or cancel the event once it has started due to force majeure, the exhibitor shall not be entitled to claim a refund or waiver of the stand hire fee.

10 Work and Exhibitor Passes

10.1 Work Passes

The exhibitor shall receive free work passes for him/herself and any assistants employed during the installation and dismantling periods. The passes shall only be valid during the installation and dismantling periods and shall not

Part 1 | General Terms and Conditions

of the company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH für Messen und Ausstellungen

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entitle their holders to enter the exhibition grounds during the event.

10.2 Exhibitor Passes

Exhibitors shall receive a limited number of exhibitor passes that provide free admission to the event for themselves and any individuals whom they have employed for the duration of the exhibition or trade fair. More detailed provisions concerning this matter can be found in the Terms and Conditions of Participation.

10.3 Common Rules

Passes shall either be allocated to specific individuals named on the respective passes or must be completely and correctly filled out and then personally signed by their owners. They are not transferable and are only valid in connection with an official passport or identity card. Passes shall be confiscated without replacement in the case of misuse.

In the case of a joint exhibition stand, only the exhibition representative shall receive the required passes. Additional passes shall be available at an extra cost.

11 Visual and Audio Recordings

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to obtain or produce photographs, drawings and film and video recordings of exhibition events as well as exhibition constructions, stands and exhibits and to use these for advertising or press releases. The exhibitor shall not be entitled to object to the production and use of such photographs, drawings and recordings for any reason. This shall also apply to recordings produced by the press or television companies that have been approved by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

12 Advertising

12.1 Scope

All types of advertising may only be used within the stand hired by the exhibitor for the exhibitor's own company and may only advertise the exhibited goods produced or sold by this company.

12.2 Authorisation Requirement

Advertising using loudspeakers, slide shows, film presentations and shows or performances requires written consent from the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH. This also applies to the use of other devices and equipment that can be used to achieve a better advertising effect through use of visual and acoustic means. Political advertising is strictly not permitted.

13 Official Authorisations, Legal Regulations and Technical Guidelines

Official authorisations must generally be obtained by the exhibitor. Exhibitors are responsible for ensuring that the GEMA (German Society for Musical Performing and Mechanical Reproduction Rights) regulations and the trade, police, health and other legal regulations, in particular the „Act on Technical Equipment" (German Equipment Safety Act) are adhered to. They must also comply with the "Technical Guidelines" in the exhibitor service documents, which in particular contain regulations concerning stand construction and stand design, as well as comprehensive safety regulations.

14 Event Organisation Regulations

14.1 Venue Regulations

Exhibitors shall be subject to the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH venue regulations on the entire site throughout the event. Any instructions given by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH employees, who can be identified by means of their employee ID cards, must be followed.

14.2 Parking Spaces

Exhibitors do not have a right to a parking space.

14.3 Accessing the Exhibition Grounds

Vehicles that have not received authorisation are not permitted to enter the inner area of the exhibition grounds during the event. Regulations on the delivery of goods and similar activities can be found in the exhibitor service documents.

14.4 Leaving the Site

Exhibitors and their assistants must leave the halls and clear the site within an hour after the end of the daily opening hours for visitors. If individuals wish to leave the exhibition with packages, they must show the security guards at the exit their authorisation to do so.

14.5 Other Regulations

Animals are generally not permitted to be brought into the exhibition grounds. Water that is required for the treatment of food and to clean utensils that come into direct contact with food may only be taken from hygienic water tap connections. This water may not be taken from the lavatory areas.

14.6 Environmental Protection

Exhibitors are required to act in an environmentally friendly manner. They must also follow the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH environmental guidelines that are included in the exhibitor service documents.

15 General Provisions, Dates and Deadlines

15.1 Dates and Deadlines

The installation and dismantling periods are specified in the specific Terms and Conditions of Participation.

15.2 Installation and Exhibitor Service

The exhibitor service documents contain the range of services available from the respective contracted company of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH with regard to the planning, installation and organisation of system stands and individual stands.

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of the company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH für Messen und Ausstellungen

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15.3 Dismantling

a) Stand Clearing Permission Slip

After the end of the exhibition or trade fair, exhibitors must show a stand clearing permission slip in order to remove their exhibition material. This permission slip will only be produced and given to the stand owner once the stand hire invoice has been paid in full.

b) Dismantling Period

Exhibition stands may only be cleared after the end of the event. Exhibitors must complete the dismantling of their stands within the duration of the dismantling period. After the dismantling period, MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to carry out or commission a third party to carry out the dismantling of stands and the removal and storage of exhibition items at the exhibitor's expense. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall only assume liability for the loss or damage of exhibition items in the case of intent or gross negligence. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to a lien for the costs arising from this action (see section 6.4).

16 Stand Design

16.1 Notice of Approval

Based on the expectation that the design and construction of stands will comply with the Technical Guidelines, one-storey stand constructions at ground level and without roofing in the exhibition halls do not require submission of drawings and plans for approval. All other stand constructions, mobile stands, special constructions and other structures shall be subject to approval. Two copies of assembly plans (stand layout and view) must be submitted to MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for approval. More detailed information on this matter can be found in the exhibitor service documents.

Multi-storey stand constructions are not permitted.

16.2 Stand Appearance

The exhibition stand must be adapted to suit the overall plan of the exhibition. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH reserves the right to prohibit the installation of unsuitable stands or stands with an inadequate design.

16.3 Stand Equipment and Staff during the Opening Hours

Stands must be properly equipped and occupied by competent staff during the specified opening hours throughout the entire duration of the trade fair or exhibition.

16.4 Contractual Penalty

If an exhibitor is guilty of violating the regulations stipulated above (in sections 16.2 and 16.3), MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be entitled to claim a contractual penalty of 500 Euros per day following an unsuccessful warning.

17 The Exhibitor Service Documents (ServiceManual)

All exhibitors will be provided with the exhibitor service documents, which contain all of the necessary information concerning technical guidelines, technical equipment standards, installations, stand construction, design and fittings, other trade fair services, insurance, public relations, the Trade Fair Catalogue and other services, as well as the necessary order forms.

18 General Security Services and Cleaning

a) The surveillance of the halls shall be arranged by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall only be liable for damages in the case of gross negligence. Exhibitors shall be responsible for the surveillance of their exhibition stands. It is recommended that exhibitors take out a suitable insurance policy to avert damages. Valuable items that can be easily removed should be locked away during the night. Exhibitors are not permitted to employ private guards to watch over their stands.

b) MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall arrange for the general cleaning of the site and the aisles in the exhibition halls. Exhibitors are responsible for cleaning their stands. These cleaning activities must be finished before the event is opened every day.

c) Only the respective company contracted by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH may be contracted to clean and watch over stands.

d) Exhibitors or stand constructors commissioned by exhibitors are responsible for the removal of any waste that they produce. They must comply with the regulations of the environmental guidelines stipulated in the exhibitor service documents.

19 Technical Installations

The companies authorised by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall provide electrical, water, telephone and other services in the exhibition halls. More detailed provisions concerning this matter can be found in the specific Terms and Conditions of Participation.

20 Photography

Only photographers and film and video production companies that have been authorised by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH and granted a corresponding pass should be commissioned by the exhibitors to produce photographic, film or video recordings during the daily opening hours of the event. These photographers and companies are only permitted to be commissioned before the beginning and after the end of the daily opening hours. Other photographers or production companies are not permitted to access the exhibition grounds.

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21 Catering Services

Catering services must be provided by the contracted companies authorised by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

22 Data Protection

We collect, use and process your personal data for the conclusion, execution and completion of your contractual relationship with MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH and for market research purposes. In order to be able to meet our contractual obligations, we disclose some of your data to our parent company (Messe Berlin GmbH) and partner companies that we have contracted to process your personal data. Your data will only be used in accordance with the legal regulations and for the purposes specified. You can revoke any declarations of consent to the company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH at any time.

23 Final Provisions

23.1 Written Form

Any deviations from the contents of this Agreement (section 1.2) or ancillary agreements shall only be legally binding when confirmed in writing by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

23.2 German Law

The mutual rights and obligations deriving from and in connection with this contractual relationship are subject to the law of the Federal Republic of Germany.

23.3 Place of Performance and Court of Jurisdiction

The place of performance is the German city of Wolfsburg. If the defendant is a merchant or a legal person under public law or has no general court of jurisdiction in Germany, the claimant shall be entitled to choose whether the court of jurisdiction is Wolfsburg or the general court of jurisdiction of the defendant.

23.4 Limitation of Claims

Exhibitors' claims against MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be subject to a period of limitation of 6 months unless prevented by mandatory legal regulations.

23.5 Severability Clause

If individual provisions of these General Terms and Conditions are invalid, this shall not affect the validity of the remaining provisions. The invalid provision must then be amended so that it meets the intended purpose.

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→ **Passes | Guest Tickets**

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Part 2 | Standard Entry in the IZB Trade Fair Catalogue

→ **Deadline: 31st August 2014**

→ **Please note:**
The information for a standard entry in this year's IZB Trade Fair Catalogue can only be entered online.

→ **To enter your information, please use the order form that is now available online at:**
http://www.izb-online.com/standardentry

Part 2 | Advertising Material, Catalogues

Order Form

(Please note that orders can only be placed while stocks last!)

Please send your form by fax to: +49 53 61.8 97-13 99

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

→ **We have taken the maximum order quantities into account and would hereby like to place our order with:**

Wolfsburg AG | MobilitätsWirtschaft
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-13 12
Fax +49 53 61.8 97-13 99
E-mail izb@wolfsburg-ag.com

2 FREE ADVERTISING MATERIAL

☐	Flyer (digital) sent by e-mail to:		
☐	Flyer (printed):	flyers	(max. order quantity: 500 flyers)
☐	Poster (DIN A1)*:	poster(s)	(max. order quantity: 10 posters)
☐	Poster (DIN A3)*:	poster(s)	(max. order quantity: 10 posters)
☐	Labels for letters*: (labels per sheet = 30)	sheet(s)	(max. order quantity: 10 sheets)

→ **Important:**
When placing your order, please note that your ordered goods will only be shipped once.
Main exhibitors have to place an order for their co-exhibitors.

* **Goods will only be shipped while stocks last.**

3 FREE CATALOGUES*

Stand size of up to 30m²	= 2 catalogues	☐	Please tick as appropriate.
Stand size of up to 60m²	= 4 catalogues	☐	Please tick as appropriate.
Stand size of 61m² and more	= 6 catalogues	☐	Please tick as appropriate.

* **The catalogues will be distributed on 13th October 2014 at the ServiceCenter.**
The quantity of free catalogues available depends on your stand size.

Date

Signature ✗

Stamp

Part 2 | Free Admission Tickets (Guest Tickets)

Order Form
Please send your form by fax to: +49 30.30 69-69 30

→ **Deadline: 15th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

Messe Berlin GmbH
c/o MB Capital Services GmbH
Thüringer Allee 12/12A
14052 Berlin, Germany

Telephone +49 30.30 69-69 69
E-mail kartenservice@mb-capital-services.de

3 FREE ADMISSION TICKETS

Quantity: _____free admission tickets for customers. (Only valid when printed with your company text! Please note that it is not possible to print your logo!)

Company text

Hall: Stand:

→ **Please be sure to inform your customers that they can redeem their free admission tickets online and print out their IZB tickets prior to their visit!**

Only tickets and codes that have actually been redeemed will be invoiced. We will send you a list of serial numbers from free admission tickets that your customers have redeemed and used to obtain an IZB ticket together with your invoice. Please be sure to note down the numbers of the free admission tickets given to customers whom you have invited to the event. The price for the printing of your company logo on the tickets is available on request. The resale of free admission tickets is not permitted in any form. The currently applicable value-added tax will be added to the prices specified above.

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Please sign below to confirm that you have acknowledged and accept the conditions specified.

Date _____

Signature ✗ _____

Stamp _____

HANDLING FEES (PLUS VAT)

Up to 20 tickets	=	10 Euros
Up to 100 tickets	=	40 Euros
Up to 200 tickets	=	60 Euros
Up to 500 tickets	=	75 Euros
+ 500 tickets	=	+ 10 Euros

CHARGE PER FREE ADMISSION TICKET/ CODE

After the event, companies that have ordered free admission tickets will be charged a fee of 7.50 Euros per ticket (plus VAT) by the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for each ticket code redeemed.

Part 2 | Free Admission Tickets (digital)

Order Form
Please send your form by fax to: +49 30.30 69-69 30

→ **Deadline: 15th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

Messe Berlin GmbH
c/o MB Capital Services GmbH
Thüringer Allee 12/12A
14052 Berlin, Germany

Telephone +49 30.30 69-69 69
E-mail kartenservice@mb-capital-services.de

3 DIGITAL FREE ADMISSION TICKET CODES

Quantity: digital free admission ticket codes

You will receive an e-mail containing a URL address and your ordered quantity of 16-digit codes. Your guests can use these codes to print out a valid IZB ticket/badge on their own computers.

Please enter the e-mail address to which your codes should be sent below.
(Required information!)

→ **E-mail address:**

Please be sure to inform your customers that they can redeem their free admission tickets online and print out their IZB tickets prior to their visit!

Only tickets and codes that have actually been redeemed will be invoiced. We will send you a list of serial numbers from free admission tickets that your customers have redeemed and used to obtain an IZB ticket together with your invoice. Please be sure to note down the numbers of the free admission tickets given to customers whom you have invited to the event. The price for the printing of your company logo on the tickets is available on request. The resale of free admission tickets is not permitted in any form. The currently applicable value-added tax will be added to the prices specified above.

Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Please sign below to confirm that you have acknowledged and accept the conditions specified.

Date

Signature ✗

Stamp

HANDLING FEES (PLUS VAT)

Up to 20 codes	=	10 Euros
Up to 100 codes	=	40 Euros
Up to 200 codes	=	60 Euros
Up to 500 codes	=	75 Euros
+ 500 codes	=	+ 10 Euros

CHARGE PER FREE ADMISSION TICKET/ CODE

After the event, companies that have ordered free admission tickets will be charged a fee of 7.50 Euros per ticket (plus VAT) by the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH for each ticket code redeemed.

Part 2 | Exhibitor Passes

Order Form
Please send your form by fax to: +49 53 61.8 97- 44 42

→ **Deadline: 31st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

3 FREE EXHIBITOR PASSES

With a stand size of **12m²**, you will receive **2 exhibitor passes** free of charge. If the stand size exceeds 12m², **one additional exhibitor pass** will be provided free of charge for each **additional 6m²**. The main exhibitor is responsible for ensuring that exhibitor passes are exclusively used by the stand personnel. If you need additional exhibitor passes, you can order them at your own expense using the order form below.

The exhibitor passes will be sent to you from **1st September 2014** onwards. Passes which are ordered after **31st August 2014** will be available at the Information Desk of the IZB from **8th October 2014**.

4 ADDITIONAL EXHIBITOR PASSES AT THE EXHIBITOR'S EXPENSE

We would like to order:

Quantity: additional exhibitor passes at 20 Euros per pass

The currently applicable VAT will be added to all of the prices specified.
The General Terms and Conditions of the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH apply.

→ **Please note that additionally ordered exhibitor passes cannot be returned.**

Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Please sign below to confirm that you have acknowledged and accept the conditions specified.

Date

Signature ✗

Stamp

Part 2 | Parking Permits

Order Form

(Please note that orders can only be placed while stocks last!)

Please send your form by fax to: +49 53 61.8 97-44 42

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

3 PARKING PERMITS

A limited number of paved parking spaces located in close vicinity to the IZB are available for exhibitors **at a charge** (please refer to the "Parking" sketch). These spaces can be found in different colour-coordinated parking areas marked as **„BLUE"** and **„RED"**. Parking spaces in the "BLUE" parking area are primarily for exhibitors from halls 1|2|3|4|7, while parking spaces in the „RED" parking area are primarily for exhibitors from halls 5|6.

Please take your hall number into account when placing your order.

A charge of 6 Euros plus VAT will be made per order to cover postage and packaging.

ORDERING OF PARKING PERMITS

We hereby place our order:

Quantity:_____**"BLUE" parking permits** for **57 Euros per parking permit** (while supplies last).

Quantity:_____**"RED" parking permits** for **57 Euros per parking permit** (while supplies last).

A parking permit is valid for **3 days** (only from the 14th to 16th October 2014) **for one car** (without trailer) **in a single parking space**. **The use of exhibitor parking spaces occurs at the exhibitor's own risk. Die MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is not liable for any property damage, particularly not in the case of vehicle theft. Please adhere to the parking regulations that apply to these parking spaces.**

The currently applicable VAT will be added to all of the prices specified.
The General Terms and Conditions of the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH apply.

→ **Please note that ordered parking permits cannot be returned.**

Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Please sign below to confirm that you have acknowledged and accept the conditions specified.

Date _____

Signature ✗ _____

Stamp _____

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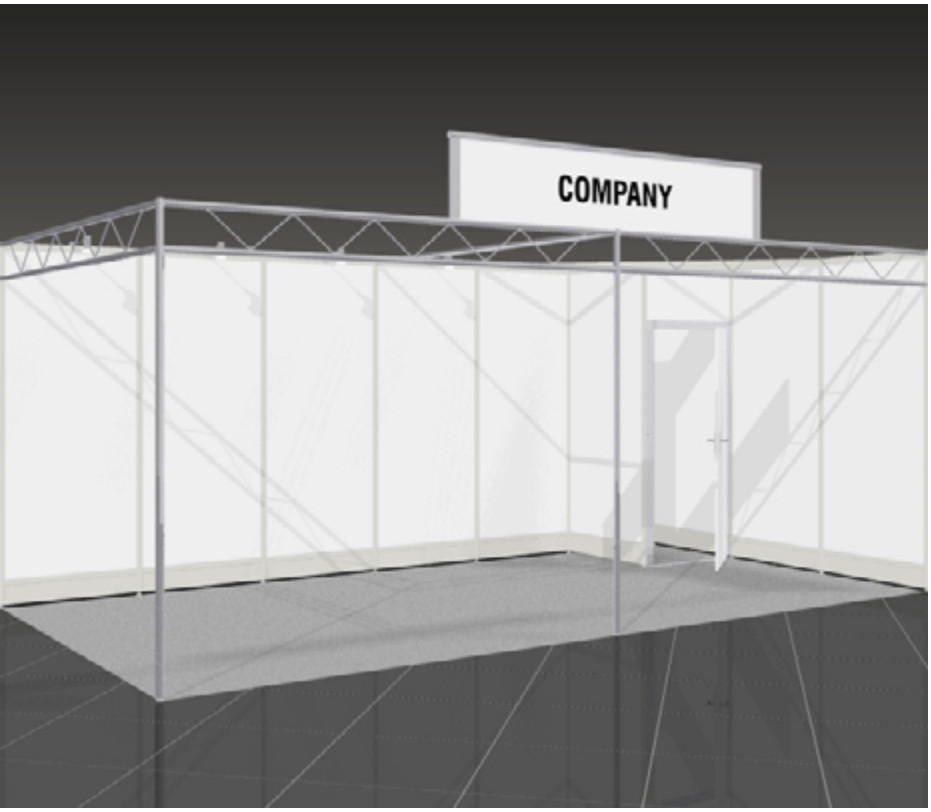
Part 3 | Stand Equipment: TYPE 1

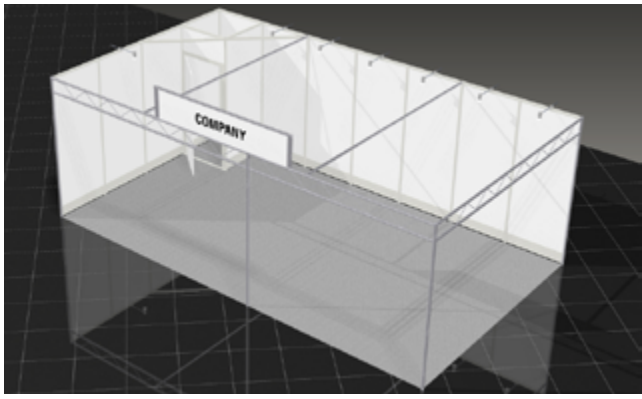
→ **General Information**

You have booked Stand TYPE 1 for the trade fair.
The stand colour has already been determined upon your registration. You can use the following order forms (pages 44 and 45) to specify your cabin size and stand lettering requirements.

1 Stand Construction Examples



Example: corner stand: 18m²



Top example: corner stand: 28m²
Bottom example: row stand: 12m²

→ **Included in the price are:**
– Stand area
– Light grey carpet with a protective sheet
(please note that the removal of the protective sheet before the beginning of the event can be ordered using the "Stand Cleaning" form)
– White system elements; construction height: 2.5m
– White back and side walls; walls also available in other colours according to your registration
– A 1 x 1m cabin with a lockable white door
– Flat silver girders in the open sides of the stand
– A white fascia panel on top of the girder system, without lettering;
construction height: 3.0m; area available for lettering: 2340 x 455mm
– Lighting in the form of long arm spotlights on the back walls with a spotlight for every 4m²; power supply not included

→ **If you choose to use less equipment at your stand, this will not be credited against your invoice amount!**

→ **To order additional equipment such as furniture, other carpet colours, power and water supplies, event technology, telecommunication services etc. please use the corresponding forms in part 4 of this ServiceManual.**

Part 3 | Stand Equipment: TYPE 1

Order Form | Cabin
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 CABIN (PLEASE TICK THE BOX FOR YOUR REQUIRED CABIN SIZE)

	Item No.	Item	Price
☐	–	1.0m x 1.0m cabin in stand colour (inclusive white door)	included
☐	08906	Cabin extension to 1.5m x 1.0m in stand colour	80 Euros
☐	08907	Cabin extension to 2.0m x 1.0m in stand colour	80 Euros
☐	08908	Cabin extension to 1.5m x 1.5m in stand colour	120 Euros
☐	08909	Cabin extension to 2.0m x 2.0m in stand colour	120 Euros
☐	09540	Cabin door in stand colour, right hinged	120 Euros
☐	09541	Cabin door in stand colour, left hinged	120 Euros
☐	–	We do not require a cabin!	

→ **Please mark the location of your cabin and cabin door in the stand sketch on page 56 | Part 3!**

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date

Signature ✗

Stamp

Part 3 | Stand Equipment: TYPE 1

Order Form | Panel Lettering
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 PANEL LETTERING (PLEASE ENTER THE QUANTITIES REQUIRED)

Item No.	Item	Price	Quantity
08890	Lettering on the top-mounted fascia panel, 25 characters with a cap height of approx. 150mm, black, Helvetica Condensed Bold, price per panel	136 Euros	
04643	Additional top-mounted fascia panel for corner stands	37 Euros	
07947	Panel in your stand colour (standard colour: white)	35 Euros	
08893	Panel lettering with logo/graphics*	180 Euros	
08900	Wall panel with logo/graphics*	230 Euros	
☐	We do not require any lettering!	–	–

** Please send your templates to us on CD or DVD or send an e-mail containing your templates preferably in the form of a printable PDF file or as a vector graphic (AI or EPS) or a print file in original size and with a resolution of at least 100 dpi.*

→ **The lettering will be produced according to your specifications. Your spelling (please provide your text in block letters) shall be taken as binding.**

FIRMA COMPANY

4 CAD DRAWING (PLEASE ENTER THE QUANTITIES REQUIRED)

Item No.	Item	Price	Quantity
02465	CAD drawing of your exhibition stand	150 Euros	

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date

✗

Signature

Stamp

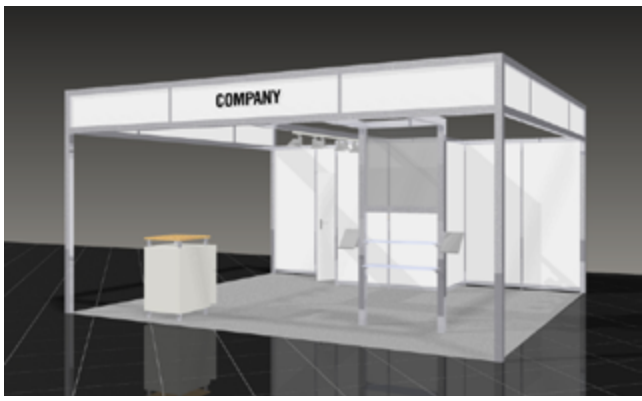
Part 3 | Stand Equipment: TYPE 2

→ **General Information**

You have booked Stand TYPE 2 for the trade fair.
The stand colour has already been determined upon your registration. You can use the following order forms (pages 47 to 50) to specify your cabin size, stand equipment and stand lettering requirements.

1 Stand Construction Examples

Example: corner stand: 20m²



Top example: end stand: 30m²
Bottom example: row stand: 15m²

→ **Included in the price are:**
- Stand area
- Light grey carpet with a protective sheet
  (please note that the removal of the protective sheet before the beginning of the event can be ordered using the "Stand Cleaning" form)
- Silver system elements; construction height: 2.5m
- White back and side walls; walls also available in other colours according to your registration
- A 2 x 1m cabin with a lockable white door
- A fitted fascia panel with design elements in the stand colour at the open sides of the stand, without lettering; construction height: 3.0m; area available for lettering: 2346 x 420mm
- Lighting in the form of a light track system with a 100W spotlight for every 4m²; power supply not included
- A counter in the entrance area
- An integrated product stand, free of charge for stand areas of 20m² or more

→ **If you choose to use less equipment at your stand, this will not be credited against your invoice amount!**

→ **To order additional equipment such as furniture, other carpet colours, power and water supplies, event technology, telecommunication services etc. please use the corresponding forms in part 4 of this ServiceManual.**

Part 3 | Stand Equipment: TYPE 2

Order Form | Cabin
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 CABIN (PLEASE TICK THE BOX FOR YOUR REQUIRED CABIN SIZE)

	Item No.	Item	Price
☐	–	2.0m x 1.0 m cabin in stand colour (inclusive white door)	included
☐	08910	Cabin extension to 2.0m x 1.5m in stand colour	60 Euros
☐	08911	Cabin extension to 1.5m x 1.5m in stand colour	100 Euros
☐	08912	Cabin extension to 2.0m x 2.0m in stand colour	80 Euros
☐	08913	Cabin extension to 2.0m x 3.0m in stand colour	120 Euros
☐	09540	Cabin door in stand colour, right hinged	120 Euros
☐	09541	Cabin door in stand colour, left hinged	120 Euros
☐	–	We do not require a cabin!	

→ **Please mark the location of your cabin, cabin door, product stand(s) and fascia panel(s) in the stand sketch on page 56 | Part 3!**

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date

Signature ✗

Stamp

Part 3 | Stand Equipment: TYPE 2

Part 3 | Stand Equipment: TYPE 2
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

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38442 Wolfsburg, Germany

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Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

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17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 INCLUDED STAND EQUIPMENT (PLEASE TICK THE ITEMS THAT YOU REQUIRE)

Item No.		Item		Required?	
06270		Information desk	1 included	yes ☐	no ☐

4 INCLUDED STAND EQUIPMENT FOR STAND AREAS OF 20M² AND MORE
(PLEASE TICK THE ITEMS THAT YOU REQUIRE AND/OR ENTER THE QUANTITY REQUIRED)

Item No.		Item		Required? | Quantity	
		Integrated product stand	1 included	yes ☐	no ☐
		Brochure holder	2 included	_____	(quantity)
		Glass shelf	2 included	_____	(quantity)
Bitte wählen:					
06703		Distance from the front of the stand: 950mm			☐
05226		Distance from the front of the stand: 240mm			☐
		Product stand with a glass shelf (visible area: 950 x 950mm)			☐
		Product stand with an MDF shelf (visible area: 950 x 950mm)			☐

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date _____

Signature ✗ _____

Stamp _____

Part 3 | Stand Equipment: TYPE 2

Order Form | Additional Stand Equipment
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 ADDITIONAL STAND EQUIPMENT (PLEASE ENTER THE QUANTITIES REQUIRED)

Item No.	Item	Price	Quantity
06270	White information desk with a beech counter	157 Euros	
05226	Product stand, distance from the front of the stand: 240mm	500 Euros	
	Glass shelf (visible area: 950 x 950mm) ☐ *Please tick!*		
	MDF shelf (visible area: 950 x 950mm) ☐ *Please tick!*		
	Brochure holder	2 included	
	Glass shelf	2 included	
06703	Product stand, distance from the front of the stand: 950mm	533 Euros	
	Glass shelf (visible area: 950 x 950mm) ☐ *Please tick!*		
	MDF shelf (visible area: 950 x 950mm) ☐ *Please tick!*		
	Brochure holder	2 included	
	Glass shelf	2 included	
00154	Additional brochure holder, 1 x DIN A4, left	32 Euros	
00155	Additional brochure holder, 1 x DIN A4, right	32 Euros	
08899	Additional glass shelf on the product stand	39 Euros	

4 CAD DRAWING (PLEASE ENTER THE QUANTITIES REQUIRED)

02465	CAD drawing of your exhibition stand	150 Euros	

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date

Signature ✗

Stamp

Part 3 | Stand Equipment: TYPE 2

Order Form | Stand Lettering
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 STAND LETTERING (PLEASE ENTER THE QUANTITIES REQUIRED)

Item No.	Item	Price	Quantity
08891	**Fascia panel** lettering, 1 line with up to 25 characters, cap height: approx. 150mm, black, Helvetica Condensed Bold, price per panel	136 Euros	
08894	**Fascia panel** lettering with logo/graphics*	180 Euros	
05066	Lettering on the panel in the integrated product stand ☐ MDF panel ☐ glass panel visible area: 950 x 950mm, 3 lines, each with 10 characters, cap height: 80mm, central, Helvetica Condensed Bold, black	136 Euros	
08895	Lettering on the panel in the integrated product stand ☐ MDF panel ☐ glass panel with logo/graphics*	180 Euros	
02131	Wall panel with logo/graphics*	230 Euros	
☐	We do not require any lettering!	–	–

** Please send your templates to us on CD or DVD or send an e-mail containing your templates preferably in the form of a printable PDF file or as a vector graphic (AI or EPS) or a print file in original size and with a resolution of at least 100 dpi.*

→ **The lettering will be produced according to your specifications. Your spelling (please provide your text in block letters) shall be taken as binding.**

FIRMA COMPANY

FIRMA COMPANY NAME

Date

Signature ✗

Stamp

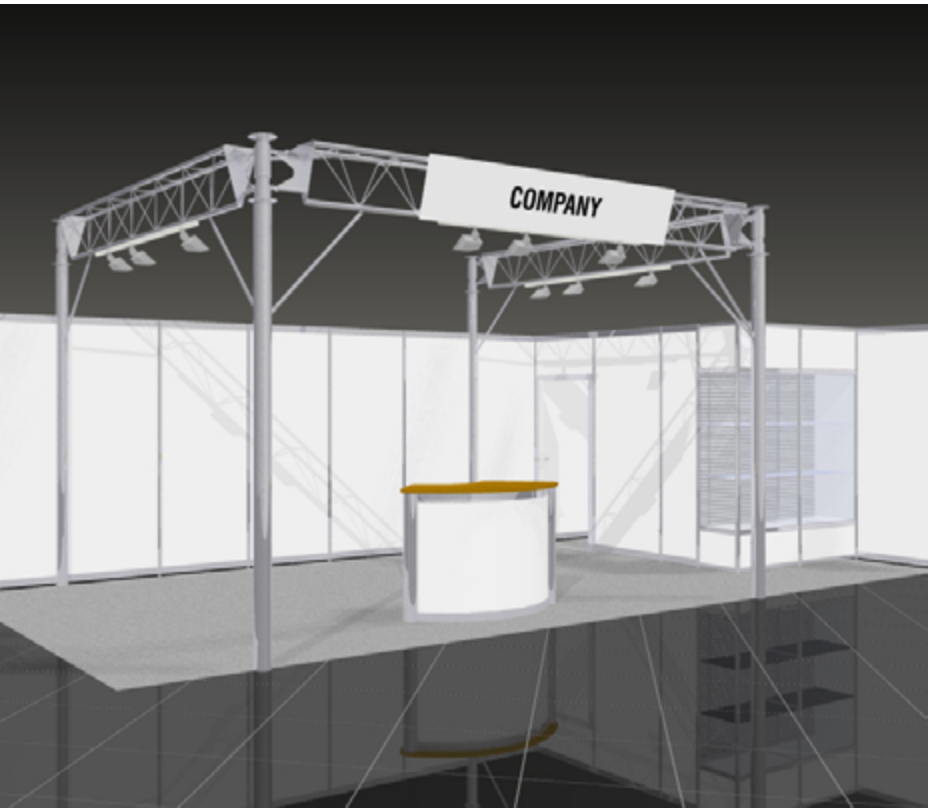
Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Part 3 | Stand Equipment: TYPE 3

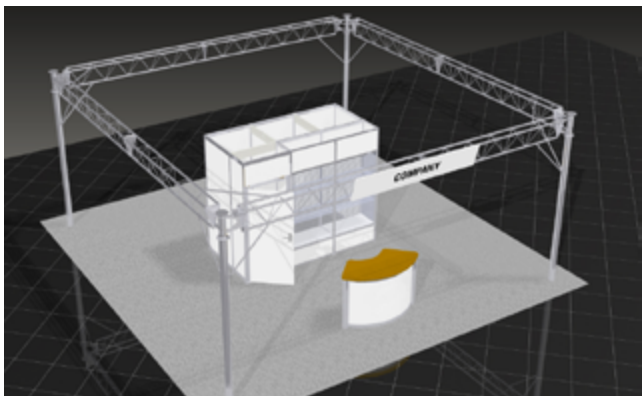
→ **General Information**

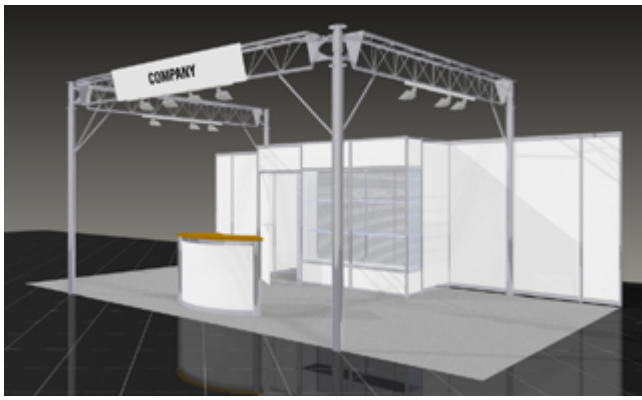
You have booked Stand TYPE 3 for the trade fair.
The stand colour has already been determined upon your registration. You can use the following order forms (pages 52 to 55) to specify your cabin size, stand equipment and stand lettering requirements.

1 Stand Construction Examples



Example: corner stand: 36m²





Top example: island stand: 64m²
Bottom example: end stand: 40m²

→ **Included in the price are:**
– Stand area
– Light grey carpet with a protective sheet
(please note that the removal of the protective sheet before the beginning of the event can be ordered using the "Stand Cleaning" form)
– Silver system elements; construction height: 2.5m
– White back and side walls; walls also available in other colours according to your registration
– A traverse system with a front-mounted panel, white, without lettering; area available for lettering: 2375 x 450mm
– A cabin with a lockable white door; 1 75W ceiling light and two integrated lit display cabinets
– Lighting in the form of a light track system with a 300W spotlight for every 4m²; power supply not included
– A counter in the entrance area

→ **If you choose to use less equipment at your stand, this will not be credited against your invoice amount!**

→ **To order additional equipment such as furniture, other carpet colours, power and water supplies, event technology, telecommunication services etc. please use the corresponding forms in part 4 of this ServiceManual.**

Part 3 | Stand Equipment: TYPE 3

Order Form | Display Cabinets
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.
Hall I Stand No.

2 Billing address (if different from exhibitor address)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

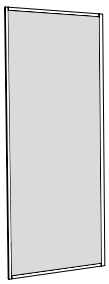
CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 DISPLAY CABINETS (PLEASE TICK THE BOX FOR YOUR REQUIRED MODEL AND FITTINGS)

Item

☐ Type W



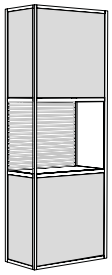
Walls in stand colour

☐ Type G

Glass front only

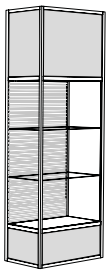
Rear view:
☐ Blind

☐ Type B



Rear view:
☐ Blind
☐ MDF sliding door
☐ Glass sliding door
☐ Hinged door

☐ Type E



Standard

Rear view:
☐ Blind

☐ 2 glass shelves
☐ 2 spotlights

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date

Signature ✗

Stamp

Part 3 | Stand Equipment: TYPE 3

Order Form | Included Stand Equipment
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.
Hall I Stand No.

2 Billing address (if different from exhibitor address)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 INCLUDED STAND EQUIPMENT (PLEASE TICK THE ITEMS THAT YOU REQUIRE)

Item No.		Item		Required?	
00195		Information counter	1 included	yes ☐	no ☐
03265		Front display cabinet	2 included	yes ☐	no ☐

→ **Please mark the location of your cabin, cabin door, front display cabinets and fascia panel(s) in the stand sketch on page 56 | Part 3!**

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date
Signature ✗
Stamp

Part 3 | Stand Equipment: TYPE 3

Order Form | Additional Stand Equipment
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.
Hall I Stand No.

2 Billing address (if different from exhibitor address)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.

→ **We hereby place our order with:**

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Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

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Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 ADDITIONAL STAND EQUIPMENT (PLEASE ENTER THE QUANTITIES REQUIRED)

Item No.	Item	Price	Quantity
03265	Additional front display cabinet	431 Euros	
03523	Additional charge for diagonal entrance	168 Euros	
09540	Cabin door in stand colour, right hinged	120 Euros	
09541	Cabin door in stand colour, left hinged	120 Euros	
03893	50W low voltage light for front display cabinets **(Cannot be mounted after the display cabinet has been installed!)**	31 Euros	
03413	Display cabinet lighting with 3 halogen spotlights (standard: 2 halogen spotlights)	62 Euros	
03686	Display cabinet lighting with 2 HQI spotlights (standard: 2 halogen spotlights)	104 Euros	
03253	Additional glass shelf for front display cabinets	21 Euros	
03264	Internal blind under front display cabinet, type B (950mm wide)	19 Euros	
03390	Internal blind under front display cabinet, type B (455mm wide)	17 Euros	

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Date

Signature ✗

Stamp

Part 3 | Stand Equipment: TYPE 3

Order Form | Stand Lettering
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

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Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

3 STAND LETTERING (PLEASE ENTER THE QUANTITIES REQUIRED)

Item No.	Item	Price	Quantity
05067	**Fascia panel** lettering **on the girder system**, 1 line with up to 25 characters, cap height: approx. 150 mm, black, Helvetica Condensed Bold, central, black in the case of white and light grey stands, otherwise white	136 Euros	
08896	**Fascia panel** in your stand colour (standard colour: white)	135 Euros	
08897	**Fascia panel** lettering with logo/graphics*	180 Euros	
08892	Lettering on the **front of your cabin**, 3 lines, each with 10 characters, cap height: 80mm, central, Helvetica Condensed Bold, black, black in the case of white and light grey stands, otherwise white	136 Euros	
08898	Lettering on the **front of your cabin** with logo/graphics*	180 Euros	
08901	**Wall panel** with logo/graphics*	230 Euros	
☐	We do not require any lettering!	–	–

** Please send your templates to us on CD or DVD or send an e-mail containing your templates preferably in the form of a printable PDF file or as a vector graphic (AI or EPS) or a print file in original size and with a resolution of at least 100 dpi.*

→ **The lettering will be produced according to your specifications. Your spelling (please provide your text in block letters) shall be taken as binding.**

FIRMA COMPANY

FIRMA COMPANY NAME

Date

Signature ✗

Stamp

Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros will be charged for subsequent invoice amendments. All prices quoted are plus applicable VAT.

Part 3 | Stand Sketch

Stand sketch for stand TYPE 1, 2 and 3
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st July 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

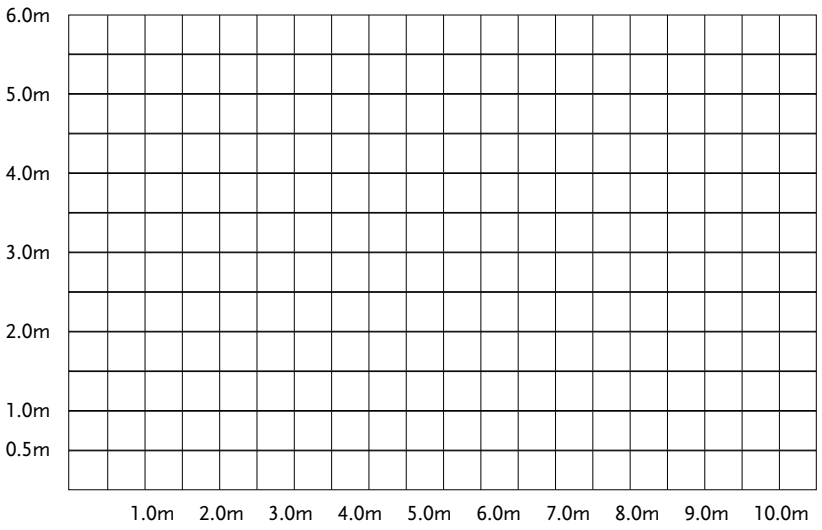
CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please mark the position of your stand by also indicating neighbouring stands, visitor aisles or hall entrances. Please specify where you would like to position your cabin, cabin door, front display cabinets, product stand(s) and fascia panel(s) below. You can also send us your own stand layout sketch including correct dimensions, measurements and readable data.**

3 STAND SKETCH

Placement of your ordered items



Date

Signature ✗

Stamp

Part 3 | General Terms and Conditions of Hire

→ General Terms and Conditions of Hire of the Company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH

→ Page 1 of 3

General Terms and Conditions of Hire of the Company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH

1 General Contractual Provisions

(1) The following „Terms and Conditions of Hire" of the company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH, hereinafter referred to as the "Lessor", shall apply to all orders for hired items, constructions and equipment for the "International Suppliers Fair (IZB)" event in the German city of Wolfsburg. Any terms or conditions of the Hirer that conflict with these Terms and Conditions of Hire are hereby rejected. Any deviations from or additional agreements to these Terms and Conditions of Hire shall only become valid when confirmed by the Lessor in writing.

(2) Orders for hired goods must be made in writing. All orders received before the order deadlines specified in the order forms in the „Service Manual" shall be confirmed before the start of the event. The Hirer must inform the Lessor immediately if he/she has not yet received written confirmation of his/her order submitted within the applicable deadline up to 3 weeks before the start of the event.

(3) The Lessor reserves the right to only supply the hired goods and perform the services ordered once he/she has received payment.

2 Details on the Assignment of the Right to Use the Hired Goods

(1) The Hirer is aware that the hired goods are normally used for exhibition purposes on several occasions and are therefore not always new or as good as new.

(2) The hired goods shall only be provided to the Hirer for exclusive use by the Hirer at the agreed location of hire and for the agreed purpose for the duration of the event.

(3) The Hirer is not permitted to pass on or transfer the hired goods to third parties. All rights to plans, designs, drawings and production and assembly documents shall remain the property of the Lessor, even if the documents themselves are given to the Hirer.

(4) When accepting the hired goods, the Hirer must check that the goods are in good and proper condition and therefore safe for use, and that they are complete.

(5) By accepting the hired goods, the Hirer confirms that the items provided are free of defects unless he/she immediately submits a written notification of defects to the Lessor.

(6) The hired goods for all orders submitted to the Lessor within the stipulated deadlines shall be delivered in good time so that they are available at the start of the event.

(7) If no staff are present at the Hirer's exhibition stand at the time of delivery, the hired goods shall be deemed to have been correctly delivered when left at the exhibition stand.

(8) The Lessor is not obliged to check the identification of the individuals present at the stand at the time of delivery of the hired goods.

(9) Delivery dates and special requests shall only become valid once expressly confirmed in writing by the Lessor.

3 Warranty

(1) If the notification of defects submitted by the Hirer is justifiable, the Lessor's obligation to provide a warranty shall be limited to the rectification of these defects in the case that the defective item has already been used before. The Lessor is entitled to supply the Hirer with replacement goods at all times.

4 Prices

(1) The prices specified in the price lists are net prices to which the applicable VAT will be added.

(2) The costs for the transportation of the hired goods to and from the exhibition grounds and for any assembly or dismantlement of the hired goods that may become necessary are included in the hire price.

5 Orders Placed after the Order Deadlines

(1) If the order is placed by the Hirer after the order deadline of which he/she is aware (as specified in the order forms in the ServiceManual), the Lessor shall not be liable for the punctual and complete delivery of the hired goods ordered. In such cases, the Lessor is particularly unable to guarantee that the hired items will be delivered precisely as ordered.

Part 3 | General Terms and Conditions of Hire

→ General Terms and Conditions of Hire of the Company MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH

→ Page 2 of 3

(2) If the punctual delivery of the hired items is still possible in such cases, the invoice to the Hirer shall contain an additional fee of 20% on top of the hire price to cover the additional expenses incurred as a result of the late order.

6 Deviations from the Details Specified in the ServiceManual

(1) All of the dimensions specified in the Service Manual are approximate measurements. The Lessor reserves the right to deviate from the specified dimensions, form and colour of the hired goods ordered insofar as these deviations can be considered to be reasonable for the Hirer. The items supplied must be equivalent to or better than the goods specified in the ServiceManual.

7 Terms of Payment

(1) Once the Hirer has received his/her invoice, he/she must transfer the invoice total plus applicable VAT, unless stated otherwise in the invoice, and without deduction to one of the Lessor's accounts specified in the invoice by the deadlines stipulated in the Terms of Payment at the latest unless otherwise specified in the invoice.

(2) The Lessor is entitled to charge the Hirer a fixed advance payment amounting to the total of the order amount before the start of the event in the form of an advance invoice.

8 The Non-Acceptance of Ordered Hired Goods

(1) If the Hirer informs the Lessor in writing that he/she no longer requires the hired goods 4 weeks before the event at the latest, the Lessor shall charge the Hirer 5% of the hire price/order value.

(2) If the hired goods cannot be delivered on the agreed delivery date or the Hirer fails to accept the hired goods ordered on the agreed delivery date, the Hirer shall remain obliged to pay the full hire amount. If the parties have not explicitly arranged a delivery date, stand constructions shall be delivered to the Hirer or the representatives at his/her exhibition stand 5 days before the start of the event at the earliest and 2 days before the start of the event at the latest, while other hired goods shall normally be delivered 2 days before the start of the event.

(3) The Hirer shall be entitled to prove that in the cases specified in sections 8.1 and 8.2, the Lessor did not incur any damages or did not incur damages amounting to the total specified. The Lessor is entitled to claim higher damages if these damages were actually incurred.

9 The Liability of the Hirer

(1) The Hirer's liability for damages to and losses of the items that he/she has received on a hire basis shall begin with the acceptance of the items and end when the items are returned to the Lessor after the end of the event at the latest.

(2) The liability shall also apply to the Hirer's agents and representatives. This shall not apply if the Lessor or its agents or representatives are responsible for the damages or losses in question. In such cases, the Lessor shall only be liable in the case of intent and gross negligence.

(3) The Hirer is obliged to treat the hired goods with care. The hired goods are not permitted to be covered with stickers or adhesive substances, nailed to other items or surfaces, painted or damaged in any other way.

(4) The Hirer is not permitted to make any changes to the items provided to him/her without the prior consent of the Lessor. The Hirer is not permitted to remove any special markings or labels on the hired goods. Any damages must be reported to the Lessor immediately.

(5) The Hirer must prepare the hired goods for collection immediately after the end of the event.

(6) If the Hirer fails to return the hired goods by this deadline, the Lessor shall be entitled to prepare the items for transportation away from the event venue at the expense and risk of the Hirer, providing that the Hirer agrees to this measure.

(7) The Lessor shall inform the Hirer immediately if he/she discovers any defects to the hired goods that have been returned. The Hirer shall be deemed to have accepted these discovered defects if he/she does not object to them in writing within 1 week after receiving the notification of defects.

10 The Liability of the Lessor

(1) The Lessor shall accept no liability for any type of damage to property or persons unless this damage was caused by the Lessor or its agents or representatives as a result of intent or gross negligence.

Part 3 | General Terms and Conditions of Hire

(2) If the Lessor fails to deliver the hired goods or perform the services ordered within the agreed deadlines, he/she shall only be liable in the case of intent and gross negligence. The same shall apply if the Lessor is unable to deliver the goods or perform the services.

11 The German Data Protection Act (BDSG)

(1) Our business partners' personal data shall be stored and processed in accordance with sections 28 and 29 of the German Data Protection Act (BDSG) within the framework of the specific purpose of the contractual relationship.

12 Final Provisions

(1) The overall validity of these General Times and Conditions of Hire shall not be affected by the invalidity of individual provisions and clauses.

(2) The German version of these General Terms and Conditions of Hire alone is binding.

(3) The regulations of the Civil Code of the Federal Republic of Germany (BGB) shall apply unless otherwise agreed in the Lessor's General Terms and Conditions.

(4) The place of performance and jurisdiction shall be Wolfsburg, Germany.

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Part 4 | Technical Installations

Order Form | Electrical Installations Part 1
Please send your form by fax to: +49 23 02.9 73 07-20

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

Elektro Pröpper GmbH & Co.KG
Westerweide 37
58456 Witten, Germany

Telephone +49 23 02.9 73 07-0
Fax +49 23 02.9 73 07-20
E-mail info@proepper.info

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 230V/50HZ ALTERNATING CURRENT, INCL. RING MAIN UNIT AND 1 SCHUKO CONNECTOR

Item No.	Item	Price	Quantity
5901160	230V/50Hz alternating current connection up to 1kW	173 Euros	
5901161	230V/50Hz alternating current connection up to 2kW	238 Euros	
5901162	230V/50Hz alternating current connection up to 3kW	288 Euros	
5901163	Off-peak power supply (night)*	78 Euros	

4 400V/50HZ THREE-PHASE CURRENT, INCL. RING MAIN UNIT AND 1 CEE CONNECTOR

5901164	400V/50Hz power current connection, 16A-CEE up to 5kW	366 Euros	
5901165	400V/50Hz power current connection, 16A-CEE up to 10kW	396 Euros	
5901166	400V/50Hz power current connection, 32A-CEE up to 15kW	454 Euros	
5901167	400V/50Hz power current connection, 32A-CEE up to 20kW	498 Euros	
5901168	400V/50Hz power current connection, 63A-CEE up to 30kW	582 Euros	
5901169	400V/50Hz power current connection, 63A-CEE up to 40kW	688 Euros	
5901170	400V/50Hz power current connection, more than 40kW	Price available on request	
5901163	Off-peak power supply (night)*	78 Euros	

Date

Signature ✗

Stamp

**Only in conjunction with 1 main* connection.

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014. The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Part 4 | Technical Installations

Order Form | Electrical Installations Part 2
Please send your form by fax to: +49 23 02.9 73 07-20

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienst-
leistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

Elektro Pröpper GmbH & Co.KG
Westerweide 37
58456 Witten, Germany

Telephone +49 23 02.9 73 07-0
Fax +49 23 02.9 73 07-20
E-mail info@proepper.info

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 HIRED EQUIPMENT - EXTRA SERVICES

Item No.	Item	Price	Quantity
5901171	Sub-distribution with 4 Schuko connectors at 230V/16A (only possible in conjunction with a power current connection of 5kW/16A CEE and above)	67 Euros	
5901172	Sub-distribution with 8 Schuko connectors at 230V/16A (only possible in conjunction with a power current connection of 10kW/32A CEE and above	89 Euros	
5901173	Sub-distribution with 12 Schuko connectors at 230V/16A (only possible in conjunction with a power current connection of 15kW/32A CEE and above)	111 Euros	
5901174	100 watt spotlight, hire and installation, incl. lamps	37 Euros	
5901175	300 watt spotlight, hire and installation, incl. lamps	45 Euros	
5901176	500 watt spotlight, hire and installation, incl. lamps	54 Euros	
5901177	Refrigerator, 100 litres, hire	68 Euros	
5901178	Installation work (electrical) per hour, incl. activation	45 Euros	

→ **To order connections for display cabinets, please use the "Stand Lighting" order form (page 82)!**

Date

Signature ✗

Stamp

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014. The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Part 4 | Technical Installations

Order Form | Water Installations
Please send your form by fax to: +49 23 02.9 73 07-20

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienst-
leistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

Messeservice Pröpper GmbH & Co. KG
Westerweide 37
58456 Witten, Germany

Telephone +49 23 02.9 73 07-0
Fax +49 23 02.9 73 07-20
E-mail info@proepper.info

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 WATER CONNECTIONS

Item No.	Item	Price	Quantity
5901179	**1/2" main water connection** with stop valve, incl. 5m³ water consumption, water drainage and waste water disposal	387 Euros	
5901180	**1/2" additional water connection** with stop valve, incl. water drainage and waste water disposal (only in connection with 1 main water connection)	75 Euros	
5901181	**Installation** per unit (sink, dishwasher, wash hand basin, etc.) (must not exceed the number of water connections ordered)	52 Euros	

→ **A separate metering system will be used to calculate consumption invoices for exhibitors with high consumption.**

4 HIRED EQUIPMENT – EXTRA SERVICES

Item No.	Item	Price	Quantity
5901182	Sink with draining rack, a 5 litre water boiler and a floor cupboard	115 Euros	
5901183	Kitchenette	250 Euros	
5901178	Installation work (electrical) per hour, incl. activation	45 Euros	

Date

Signature ✗

Stamp

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014. The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Part 4 | Technical Installations

Stand Sketch for Electrical and Water Installations
Please send your form by fax to: +49 23 02.9 73 07-20

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.
Hall I Stand No.

2 Stand Dimensions

Width ___ m
Depth ___ m

3 Stand Type

Row stand ☐
Corner stand ☐
End stand ☐
Island stand ☐

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

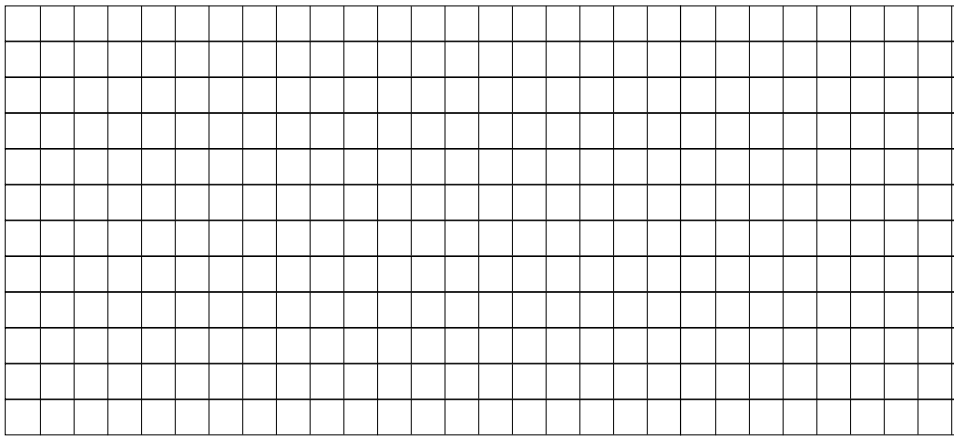
Elektro Pröpper GmbH & Co.KG
Westerweide 37
58456 Witten, Germany

Telephone +49 23 02.9 73 07-0
Fax +49 23 02.9 73 07-20
E-mail info@proepper.info

→ **When placing your order, please include this sketch showing where you want to place your required installations and indicating the position of your stand (aisles and neighbouring stands). The exhibitor shall bear the cost of any additional expenses due to missing sketches. Please provide precise details in order to prevent subsequent enquiries, to save time and trouble and to ensure that your order is processed in good time!**

4 STANDARD INSTALLATION POINTS

5 INDIVIDUAL INSTALLATION POINTS



Grid Dimensions
(main gridlines):

☐ 2.0m
☐ 1.0m
☐ 0.5m

Date
Signature ✗
Stamp

Part 4 | Technical Installations

→ General Information on Electrical and Water Installations

Information

Installation orders must be made in writing. The charges for work performed shall be based on the following verifiable hourly rate: installation work: 45 Euros/hour (incl. activation). If the order is placed by the lessee after the registration deadline of which he/she is aware, the installation company shall not be liable for the punctuality of complete delivery and installation. If the performance of the services ordered is still possible in such a case, the lessee shall be charged an extra fee of 20% for the resulting additional expenses. The hired goods shall remain the property of the contracting company. The lessee shall be liable for damages and losses, including those incurred as a result of force majeure on the hired goods, for the duration of use, even if these damages and/or losses were caused by third parties.

The liability shall begin with the delivery of the goods to the stand and shall end with the return of goods to or collection of goods by the installation company, even if the exhibitor has already left the stand. If no staff are present at the exhibition stand during installation, the service shall be considered to have been properly handed over to the lessee once the installation of the connections ordered or assembly of the hired goods has been completed.

The installation company is not obligated to check the identification of the individuals present at the stand at the time of installation.

The electric energy will be supplied by the energy provider and transmitted by the installation company. The liability of the installation company shall be excluded in the case of deviations from the specified voltages or a power failure.

No liability will be assumed in the case of water failures or broken water supply pipes or of any soiling of the exhibition stand or hire appliance failures caused as a result of these occurrences. It is recommended that the Contractual Partner take out insurance against such risks.

The installation company guarantees that the subjects of the contract contain no production or material defects and correspond to the agreed properties and condition. If the operating, maintenance or storage instructions are not followed, alterations are made to the subjects of the contract, components are replaced, the performance capacity of the hired items is overloaded or the user's own additional consumables are used, all forms of warranty will no longer apply unless the Contractual Partner is able to prove that a defect and/or damage to the product supplied is not due to the aforementioned circumstances.

Lighting (light bulbs and fluorescent lamps) are expendable materials and can only be supplied when paid for. If this occurs, the Contractual Partner shall become the owner of these materials.

Any claims or complaints concerning the performance of the services ordered must be made in writing to the MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH on the day of the defect. Claims or complaints made at a later point in time shall be excluded. Claims and complaints that are proven to be justified shall obligate and entitle the service provider to rectify defects. The termination of the contract or a reduction in remuneration shall only be possible in the case that the rectification of defects is unsuccessful.

The exhibitor shall bear the cost of any additional expenses due to missing sketches. The place of performance and jurisdiction shall be Wolfsburg, Germany.

Contractual Partner:
MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

Managing Directors:
Ulrich Nierhoff and Matthias Steckmann
VAT ID number: DE 190320434
Commercial Register: Braunschweig Registration Court
Commercial Register No.:
HRB 100436 Wolfsburg, Germany

Service provider:
Elektro/Messerservice
Pröpper GmbH & Co.KG
Westerweide 37
58456 Witten, Germany

Telephone +49 23 02.9 73 07-0
Fax +49 23 02.9 73 07-20
E-mail info@proepper.info

Part 4 | Hire Furniture 1

Product Information | Seating Furniture

→ **Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

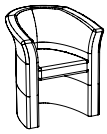
Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

1 SEATING FURNITURE

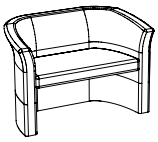
Side chair
frame: chrome
H 800 / W 530 / D 520 / SH 460mm
Item No. 10102: anthracite seat
Item No. 10101: white seat

Upholstered side chair
frame: chrome / fabric: anthracite
H 800 / W 530 / D 520 / SH 460mm
Item No. 02139

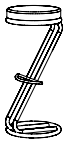
Upholstered "objekt" chair
frame: chrome / fabric: anthracite
H 800 / W 530 / D 570 / SH 460mm
Item No. 02041: without armrests
Item No. 02145: with armrests



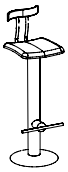
Club chair
H 780 / W 740 / D 660 / SH 470mm
Item No. 15000: black
Item No. 15100: white



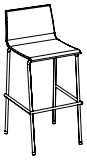
Club sofa
H 780 / W 1220 / D 600 / SH 470mm
Item No. 15010: black
Item No. 15011: white



Z barstool
frame: chrome
H 820 / W 370 / D 370 / SH 820mm
Item No. 02150: fabric: white
Item No. 02151: fabric: black



Marlon barstool
H 980 / W 420 / D 430 / SH 780mm
Item No. 02152: black/black
Item No. 05552: aluminium/black



Kuadra barstool
frame: chrome, white plastic
H 1055 / W 450 / D 670
SH 770mm
Item No. 08905

EXPO Cantilever chair
H 790 / W 570 / D 570 / SH 400mm
chrome/black
Item No. 05529

Part 4 | Hire Furniture 1

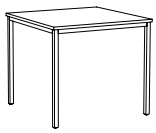
Product Information | Tables

→ **Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

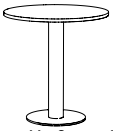
1 TABLES



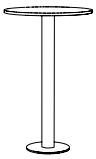
Conference table 800 x 800mm
frame: chrome
H 720 I W 800 I D 800mm
Item No. 02154: surface: white
Item No. 02155: surface: black

Conference table 1200 x 800mm
frame: chrome
H 720 I W 1200 I D 800mm
Item No. 02156: surface: white
Item No. 02157: surface: black

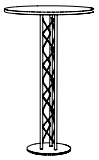
Conference table 1600 x 800mm
frame: chrome
H 720 I W 1600 I D 800mm
Item No. 02158: surface: white
Item No. 02159: surface: black



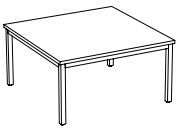
Bistro table, frame: chrome
H 720 / Ø 700mm
Item No. 02162: surface: white
Item No. 02163: surface: black
Item No. 22104: surface: beech
Item No. 06674: surface: glass



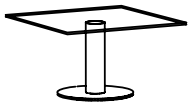
Bar table, frame: chrome
H 1120 / Ø 700mm
Item No. 02167: surface: white
Item No. 02168: surface: black
Item No. 06547: surface: beech



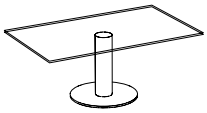
Trav bar table
frame: chrome
H 1140 / Ø 700mm
Item No. 29051: surface: beech



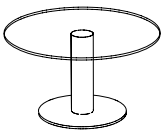
Couch table
frame: chrome
H 400 x W 800 x D 800mm
Item No. 03256: surface: white
Item No. 08394: surface: black



Couch table
surface: glass
H 400 x W 700 x D 700mm
Item no. 06704: frame: chrome



Couch table
frame: chrome, surface: glass
H 400 x W 1000 x D 600mm
Item No. 09256



Couch table
frame: chrome, surface: glass
H 400 / Ø 700mm
Item No. 06087

Part 4 | Hire Furniture 1

Order Form | Seating Furniture 1
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

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→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 SEATING FURNITURE

Item No.	Item	Price	Quantity
10101	Side chair, chrome/white	19,00 Euro	
10102	Side chair, chrome/anthracite	19 Euros	
02139	Upholstered side chair, anthracite	24 Euros	
02144	"Objekt" chair, chrome/anthracite	23 Euros	
02145	"Objekt" chair with armrests, chrome/anthracite	39 Euros	
15000	Club chair, black	124 Euros	
15100	Club chair, white	127 Euros	
15010	Club sofa, black	207 Euros	

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014.
The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Date

Signature ✗

Stamp

Part 4 | Hire Furniture 1

Order Form | Seating Furniture 2
Please send your form by fax to: +49 3 95.4 22 68 69

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MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

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CYBORG Messebau-Zelte GmbH
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Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 SEATING FURNITURE

Item No.	Item	Price	Quantity
15011	Club sofa, white	224 Euros	
02150	Z barstool, white	34 Euros	
02151	Z barstool, black	34 Euros	
02152	Marlon barstool, black/black	59 Euros	
05552	Marlon barstool, aluminium/black	59 Euros	
08905	KUADRA barstool, chrome/white	39 Euros	
05529	EXPO cantilever chair, chrome/black	64 Euros	

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Date

Signature ✗

Stamp

Part 4 | Hire Furniture 1

Order Form | Tables 1
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

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leistungsgesellschaft Wolfsburg mbH
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Telephone +49 53 61.8 97-44 40
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Zu den Hufen 14
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E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 TABLES

Item No.	Item	Price	Quantity
02154	Conference table 800 x 800mm, chrome/white	38 Euros	
02155	Conference table 800 x 800mm, chrome/black	43 Euros	
02156	Conference table 1200 x 800mm, chrome/white	39 Euros	
02157	Conference table 1200 x 800mm, chrome/black	47 Euros	
02158	Conference table 1600 x 800mm, chrome/white	58 Euros	
02159	Conference table 1600 x 800mm, chrome/black	63 Euros	
02162	Bistro table, Ø 700mm, chrome/white	43 Euros	
02163	Bistro table, Ø 700mm, chrome/black	43 Euros	
22104	Bistro table, Ø 700mm, chrome/beech	53 Euros	
06674	Bistro table, Ø 700mm, chrome/glass	123 Euros	

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014.
The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services.
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Part 4 | Hire Furniture 1

Order Form | Tables 2
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→ **Deadline: 1st September 2014**

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MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 TABLES

Item No.	Item	Price	Quantity
02167	Bar table, Ø 700mm, chrome/white	59 Euros	
02168	Bar table, Ø 700mm, chrome/black	64 Euros	
06547	Bar table, Ø 700mm, chrome/beech	89 Euros	
29051	TRAV bar table, Ø 700mm, chrome/beech	99 Euros	
03256	Couch table 400 x 800 x 800mm, chrome/white	53 Euros	
08394	Couch table 400 x 800 x 800mm, chrome/black	59 Euros	
06704	Couch table 400 x 700 x 700mm, chrome/glass	129 Euros	
09256	Couch table, 1000 x 600mm, chrome/glass	198 Euros	
06087	Couch table, Ø 700mm, chrome/glass	129 Euros	

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014.
The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Date

Signature ✗

Stamp

Part 4 | Hire Furniture 2

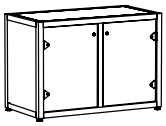
Product Information | Storage Furniture/Cabinets and Other Furniture

→ **Service Partner:**

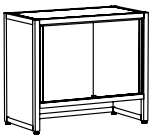
CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

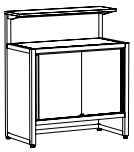
1 STORAGE FURNITURE/CABINETS



Maxima sideboard
with lockable hinged doors
aluminium/white
H 720 I W 800 I D 400mm
Item No. 08915

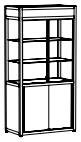


Maxima counter
with a lockable sliding door
aluminium/white
H 900 I W 1030 I D 535mm
Item No. 08542



Maxima counter with shelf
with a lockable sliding door
aluminium/white
H 1200 I W 1030 I D 535mm
Item No. 08916

Maxima table display cabinet
with a lockable sliding door
aluminium/white, glass counter
H 1065 I W 1030 I D 535mm
Item No. 08914



Maxima upright display cabinet
with lockable sliding doors
aluminium/white, spotlights included*
H 2060 I W 1030 I D 535mm
Item No. 08917

Sysline upright display cabinet
with lockable doors
aluminium/white, spotlights included*
H 2020 I W 1006 I D 512mm
Item No. 08921

Table showcase
white cabinet body, with glass counter
H 1060 x W 1000 x D 520mm
Item No. 06868

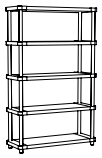
* includes power supply cables

2 OTHER FURNITURE

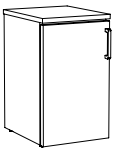
Small filing shelves
white
H 1060 I W 800 I D 600mm
Item No. 02176

Large filing shelves
H 2000 I W 800 I D 600mm
Item No. 02178: black
Item No. 02179: white

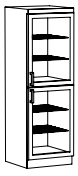
File shelf
black
H 1100 I W 770 I D 400mm
Item No. 02177



Storage shelf
plastic, black, 5 shelf boards
H 1750 x W 850 x D 400mm
Item No. 01723

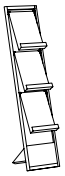


Refrigerator
H 860 I W 500 I D 600mm
Item No. 03734

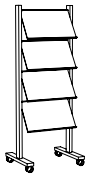


Beverage refrigerator
H 1860 I W 600 I D 600mm
Item No. 60310

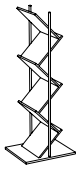
Coat stand
H 1750 I W 670 I D 670mm
Item No. 30110: chrome



P3 brochure stand
3 x DIN A4
Item No. 30012



P8 brochure stand
8 x DIN A4
Item No. 30013



Zigzag brochure stand
Item No. 50811: chrome/white
Item No. 50812: chrome/black

Part 4 | Hire Furniture 2

Order Form | Storage Furniture/Cabinets
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

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→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 STORAGE FURNITURE/CABINETS

Item No.	Item	Price	Quantity
08915	MAXIMA sideboard, MDF white	175 Euros	
08542	MAXIMA counter, MDF white	181 Euros	
08916	MAXIMA counter with shelf, MDF white	191 Euros	
08914	MAXIMA table display cabinet, MDF white	279 Euros	
08917	MAXIMA upright display cabinet, MDF white	489 Euros	
08921	SYSLINE upright display cabinet, system material, aluminium gloss finish	455 Euros	
06868	Table display cabinet, white cabinet body, with glass counter	279 Euros	

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014.
The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Date

Signature ✗

Stamp

Part 4 | Hire Furniture 2

Order Form | Other Furniture 1
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
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Our order No.	
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2 Billing address (if different from exhibitor address)

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Country	
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E-mail	
VAT ID No.	
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→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 OTHER FURNITURE

Item No.	Item	Price	Quantity
02176	Filing shelf 1060 x 800 x 280mm, white	72 Euros	
02178	Filing shelf 2000 x 800 x 400mm, black	89 Euros	
02179	Filing shelf 2000 x 800 x 400mm, white	89 Euros	
02177	Filing shelf 1100 x 770 x 400mm, black	72 Euros	
01723	Storage shelf, plastic, black, 5 shelf boards	69 Euros	
03734	Refrigerator, 140 litres, white	79 Euros	

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Part 4 | Hire Furniture 2

Order Form | Other Furniture 2
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

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38442 Wolfsburg, Germany

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Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

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17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
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E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 OTHER FURNITURE

Item No.	Item	Price	Quantity
60310	Beverage refrigerator, 400 litres, with glass doors	254 Euros	
30110	Coat stand 1750 x 670 x 670mm, chrome	42 Euros	
30012	P3 brochure stand, aluminium	52 Euros	
30013	P8 brochure stand, aluminium	80 Euros	
50811	Zigzag brochure stand, chrome/white	244 Euros	
50812	Zigzag brochure stand, chrome/black	244 Euros	

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Date

Signature ✗

Stamp

Part 4 | Stand Construction

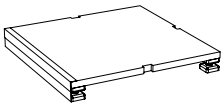
Product Information | Floor Coverings

→ **Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

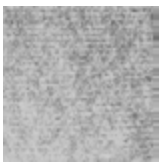
Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

1 FLOOR COVERINGS

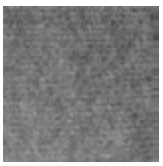


False floor
height: 120mm
Item No. 00375

Protective sheeting
Item No. 40011



“Rips” B1 carpet
light grey
Item No. 40012



“Rips” B1 carpet
dark grey
Item No. 40013

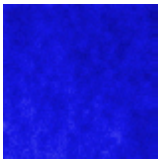
“Rips” B1 carpet
blue
Item No. 40014

“Rips” B1 carpet
red
Item No. 40015

“Rips” B1 carpet
green
Item No. 40016

Velour carpet
apple green
Item No. 02048

Velour carpet
mouse grey
Item No. 02055



Velour carpet
electric blue
Item No. 02061

Velour carpet
red
Item No. 02064

Part 4 | Stand Construction

Product Information | Coloured Wall Panels

→ **Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

1 COLOURED WALL PANELS

126 **Light ivory** like RAL 1015	**102** **Light grey** like RAL 7035	**108** **Dark grey** like RAL 7015	**111** **Black** like RAL 9011
104 **Red** like RAL 3002	**109** **Sky blue** like RAL 5015	**124** **Ultramarine** like RAL 5002	**110** **Dark blue** like RAL 5003
105 **Maize yellow** like RAL 1028	**118** **Mint green** like RAL 6029		

Part 4 | Stand Construction

Order Form | Floor Coverings
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

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MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

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CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 FLOOR COVERINGS

Item No.	Item	Price	Quantity
00375	False floor with aluminium edge profile, per m²	38.00 Euros	
40011	Protective sheet, 50µm, per m²	1.00 Euro	
40012	"Rips" carpet, light grey, incl. laying, per m²	8.50 Euros	
40013	"Rips" carpet, dark grey, incl. laying, per m²	8.50 Euros	
40014	"Rips" carpet, blue, incl. laying, per m²	8.50 Euros	
40015	"Rips" carpet, red, incl. laying, per m²	8.50 Euros	
40016	"Rips" carpet, green, incl. laying, per m²	8.50 Euros	
02048	Velour carpet, apple green, incl. laying, per m²	23.00 Euros	
02055	Velour carpet, mouse grey, incl. laying, per m²	23.00 Euros	
02061	Velour carpet, electric blue, incl. laying, per m²	23.00 Euros	
02064	Velour carpet, red, incl. laying, per m²	23.00 Euros	

Date

Signature ✗

Stamp

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Part 4 | Stand Construction

Order Form | Coloured Wall Panels 1
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

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38442 Wolfsburg, Germany

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Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

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Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
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E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 COLOURED WALL PANELS

Item No.	Item	Price	Quantity
09439	MDF panel 2270 x 964mm, light ivory similar to RAL 1015	30 Euros	
08051	MDF panel 2270 x 964mm, light grey similar to RAL 7035	30 Euros	
07938	MDF panel 2270 x 964mm, dark grey similar to RAL 7015	30 Euros	
08053	MDF panel 2270 x 964mm, black similar to RAL 9011	30 Euros	
08052	MDF panel 2270 x 964mm, red similar to RAL 3002	30 Euros	
09440	MDF panel 2270 x 964mm, sky blue similar to RAL 5015	30 Euros	
08056	MDF panel 2270 x 964mm, ultramarine similar to RAL 5002	30 Euros	
09441	MDF panel 2270 x 964mm, dark blue similar to RAL 5003	30 Euros	
09442	MDF panel 2270 x 964mm, maize yellow similar to RAL 1028	30 Euros	
08055	MDF panel 2270 x 964mm, mint green similar to RAL 6029	30 Euros	

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Date

Signature ✗

Stamp

Part 4 | Stand Construction

Order Form | Coloured Wall Panels 2
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

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E-mail	
VAT ID No.	
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Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

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leistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

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17034 Neubrandenburg, Germany

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E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 COLOURED WALL PANELS

Item No.	Item	Price	Quantity
09444	MDF panel 2270 x 469mm, light ivory similar to RAL 1015	21.50 Euros	
08055	MDF panel 2270 x 469mm, light grey similar to RAL 7035	21.50 Euros	
08089	MDF panel 2270 x 469mm, dark grey similar to RAL 7015	21.50 Euros	
08087	MDF panel 2270 x 469mm, black similar to RAL 9011	21.50 Euros	
08090	MDF panel 2270 x 469mm, red similar to RAL 3002	21.50 Euros	
09445	MDF panel 2270 x 469mm, sky blue similar to RAL 5015	21.50 Euros	
08086	MDF panel 2270 x 469mm, ultramarine similar to RAL 5002	21.50 Euros	
09446	MDF panel 2270 x 469mm, dark blue similar to RAL 5003	21.50 Euros	
09443	MDF panel 2270 x 469mm, maize yellow similar to RAL 1028	21.50 Euros	
08091	MDF panel 2270 x 469mm, mint green similar to RAL 6029	21.50 Euros	

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Please note: Please clarify your company/client's internal order number for these services.
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Date

Signature ✗

Stamp

Part 4 | Stand Construction

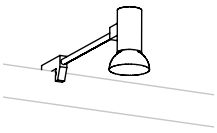
Product Information | Stand Lighting

→ **Service Partner:**

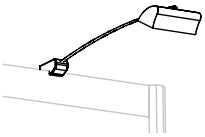
CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

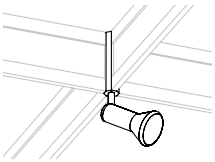
1 STAND LIGHTING



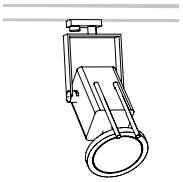
Long arm spotlight
for wall mounting, white, 60W
Item No.: 30009



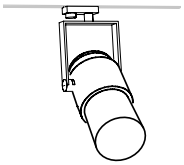
Trapez display spotlight
for wall mounting, silver, 150W
Item No.: 08472



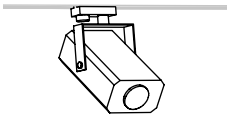
Spotlight
on ceiling connector, black, 60W
Item No.: 04795



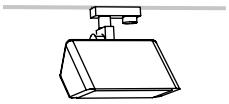
HQI spotlight
for light track, white, 150W
Item No.: 01191



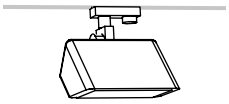
PAR 30 mesh spotlight
on a light track, silver, 100W
Item No.: 05707



Halogen spotlight
for light track, white, 50W
Item No.: 03269



Tech Flood floodlight
for light track, silver, 300W
Item No.: 05694



Tech Flood floodlight
for light tracks, silver, 120W
Item No.: 08856

Part 4 | Stand Construction

Order Form | Stand Lighting
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

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Our order No.	

→ **We hereby place our order with:**

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Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 STAND LIGHTING

Item No.	Item	Price	Quantity
30009	Long arm spotlight, 60W, white	26 Euros	
08472	Trapez display spotlight, 150W, silver	48 Euros	
04795	Spotlight D181 on S124, 100W, black	31 Euros	
01191	HQI spotlight LTS, 150W	72 Euros	
05707	Spotlight PAR30 Mesh, 100W	71 Euros	
03269	Halogen spotlight, 50W, white	37 Euros	
05694	Floodlight, Tech Flood 300, 300W	37 Euros	
08856	Floodlight, Tech Flood 120, 300W	37 Euros	

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Date

Signature ✗

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Part 4 | Stand Construction

Product Information | Stand Construction Material

→ **Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
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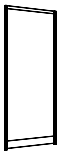
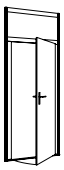
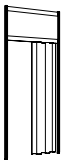
1 STAND CONSTRUCTION MATERIAL



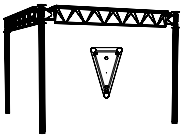
Standard wall element
H 2500mm
Item No. 30004: W 1000mm
(see illustration)
Item No. 30006: W 500mm



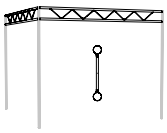
Cabin door, lockable
Item No. 00768: right hinged
(see illustration)
Item No. 00769: left hinged



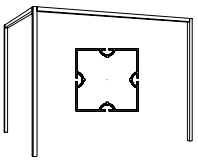
Cabin curtain, grey
Item No. 30024



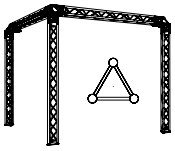
Maxima
Triangular beam system
Item No. 04750



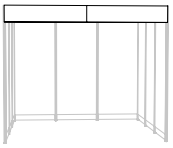
Maxima
Flat beam system
Item No. 04751



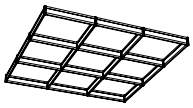
MAXIMA Light
Beam system construction
Item No. 08567



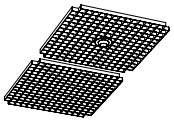
Prolyte
Beam system
Item No. 07066



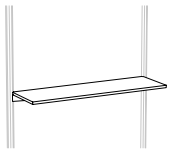
Stand fascia
white, front mounted
H 300mm
Item No. 30021



System material ceiling
white, open
Item No. 30022

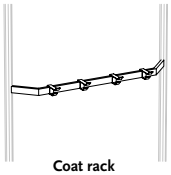


Aluminium grid for ceiling
white, for cabin ceilings,
conference rooms
Item No. 00173: without spotlight
(bottom)
Item No. 04803: with spotlight (top)

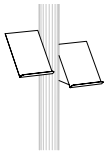


Straight shelf
1000 x 300mm, for wall mounting
chipboard, white
Item No. 30014

Inclined shelf board
chipboard, white, adjustable
Item No. 07065: 990 x 300mm
Item No. 07064: 1980 x 300mm



Coat rack
with 4 hooks
for wall mounting
Item No. 30020



Brochure holder 1 x DIN A4
for installation in the system groove
Item No. 00154: left
Item No. 00155: right

Part 4 | Stand Construction

Order Form | Stand Construction Material 1
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 STAND CONSTRUCTION MATERIAL

Item No.	Item	Price	Quantity
30004	Standard wall element, 2.5 x 1m, white	27.00 Euros	
30006	Standard wall element, 2.5 x 0.5m, white	15.50 Euros	
00768	Cabin door, right hinged	108.00 Euros	
00769	Cabin door, left hinged	108.00 Euros	
30024	Cabin curtain, 2.5 x 1m, grey	48.00 Euros	
04750	MAXIMA triangular beam system	64.00 Euros	
04751	MAXIMA flat beam system	27.00 Euros	
08567	MAXIMA Light, beam system construction	38.00 Euros	
07066	Prolyte beam system	64.00 Euros	

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014.
The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Date

Signature ✗

Stamp

Part 4 | Stand Construction

Order Form | Stand Construction Material 2
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **Please fill in the required quantity and mark the position on the form "Stand Layout Sketch" (page 86)!**

3 STAND CONSTRUCTION MATERIAL

Item No.	Item	Price	Quantity
30021	Stand fascia, front mounted, H 300mm, white	21 Euros	
30022	System material ceiling, white, open, per m²	19 Euros	
00173	Aluminium cabin ceiling grid, 1 x 1m, without spotlight	10 Euros	
04803	Aluminium cabin ceiling grid, 1 x 1m, with spotlight	31 Euros	
30014	Straight shelf board, 19mm chipboard, 962 x 290mm, white	27 Euros	
07065	Inclined shelf board, chipboard, 990 x 300mm, white	26 Euros	
07064	Inclined shelf board, chipboard, 1980 x 300mm, white	52 Euros	
30020	Coat rack with 4 hooks, 975 x 150mm	28 Euros	
00154	Brochure holder 1 x DIN A4 left	32 Euros	
00155	Brochure holder 1 x DIN A4 right	32 Euros	

An extra fee of 20% will be added to the prices specified in the case of orders received after 1st September 2014.
The applicable VAT will be added to all of the prices specified.
Please note: Please clarify your company/client's internal order number for these services.
A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments.

Date

Signature ✗

Stamp

Part 4 | Stand Construction

Stand Sketch for Stand Construction
Please send your form by fax to: +49 3 95.4 22 68 69

→ **Deadline: 1st September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Stand Dimensions

Width	___ m
Depth	___ m

3 Stand Type

Row stand	☐
Corner stand	☐
End stand	☐
Island stand	☐

→ **We hereby place our order with:**

MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Telephone +49 53 61.8 97-44 40
Fax +49 53 61.8 97-44 42
E-mail info@messe-wob.de

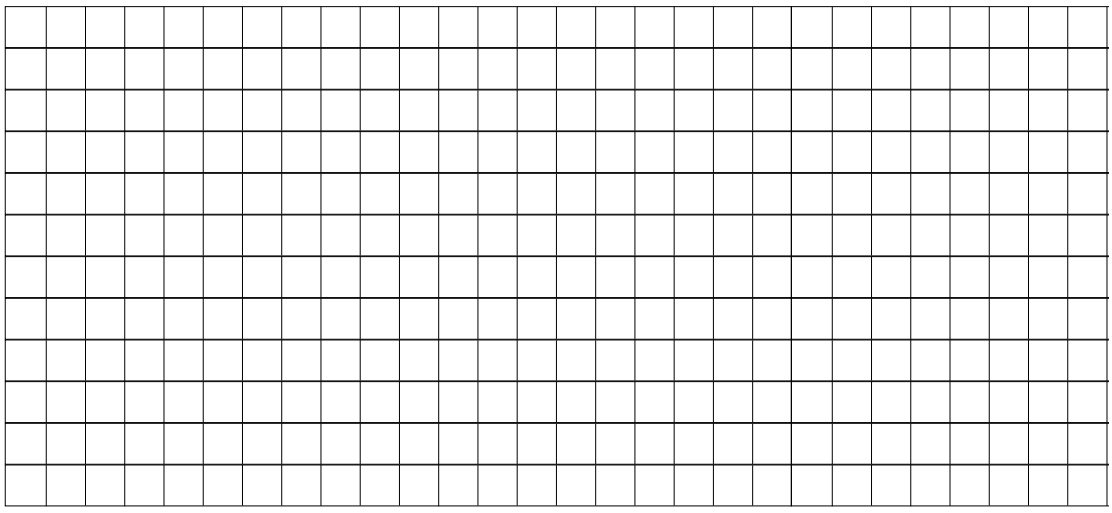
→ **Exhibitor Service | Service Partner:**

CYBORG Messebau-Zelte GmbH
Zu den Hufen 14
17034 Neubrandenburg, Germany

Telephone +49 3 95.43 04 40
Fax +49 3 95.4 22 68 69
E-mail info@cyborg.de

→ **When placing your order, please include this sketch showing where you want to place your required installations and indicating the position of your stand (aisles and neighbouring stands). The exhibitor shall bear the cost of any additional expenses due to missing sketches. Please provide precise details in order to prevent subsequent enquiries, to save time and trouble and to ensure that your order is processed in good time!**

4 INDIVIDUAL INSTALLATION POINTS (1 SQUARE = 1.0 X 1.0M):



Date

Signature ✗

Stamp

Part 4 | Stand Construction

→ General Terms and Conditions of Hire

→ Page 1 of 2

1 Applicability of Hire Terms and Conditions
The deliveries, services and offers of the lessor are specifically and exclusively subject to these hire terms and conditions. Supplements, changes or additional agreements are only valid if confirmed in writing by the lessor.

2 Conclusion of the Contract
Our offers are subject to change and are not considered accepted until such time as an express confirmation is sent or an invoice is issued by us. If we are hindered from delivering on time due to reasons beyond our influence, we are relieved of delivery obligations. The hire contract only refers to the hired items listed in our order confirmation or invoice. We reserve the right to substitute the listed hired items with items offering the same function. The indicated dimensions, forms and colours are subject to change.

3 Hire Period
The hired item is provided for the period of the event and must be used in an appropriate manner by the exhibitor. Subletting is not permitted without the prior approval of the lessor. An extension of the hire period requires the agreement of the lessor.

4 Hire Price
All prices listed are net prices and are exclusive of any applicable value-added tax which the Client shall be additionally liable to pay. The hire price is calculated on the basis of the hire period. For on-site orders, an extra fee of 20% will be added to the unit prices.

5 Technical Installation
In the case of operational or supply failures and consequential damages we assume no liability for consequential damages when it cannot be proven that it was the result of gross negligence on the part of the installing company. Transfer and distribution within the own stand have to be accepted for the supply of one's own stand and stands of third parties. Wilful modifications of the stand distribution or the application of changes to the hired items and installation material are not permitted. The originator is liable for any possible damages occurring as a result of improper use or modifications. Transfer and sub-distribution to neighbouring stands is not permitted at all. Non-compliance with this requirement may result in the exclusion from supply services.

The equipment and installations which are used at the stand must comply with the respective standards and regulations applicable in Germany and/or Europe. The originator is liable for possible damages in consequence of defective equipment. At the end of the fair, the lessee has to secure his/her water supply in order to prevent damages which may occur as a result of water and sewage leakages during the night. The lessee is liable for possible damages.

6 Terms of Payment
The invoice amount is payable according to the issued invoice and by the date of payment. In the case of late payment, the lessor reserves the right to refuse delivery or supply and the right to collect the delivered hired items ahead of schedule.

7 Liability
The lessee is liable for the loss of hired items in the amount of the replacement value. He/She is also liable for damages to hired items in the amount of the repair costs, inasmuch as these costs do not exceed the replacement value. This does not affect the right of the lessor to exercise claims of further compensation for damages.

The lessee is obliged to insure the hired items against theft and vandalism. The liability of the lessee begins when the hired items are delivered and ends when they are collected.

8 Withdrawal
The withdrawal of a placed order is permitted up to 4 weeks prior to the scheduled delivery date. In the case of a withdrawal at a later date, the full hire price has to be paid.

9 Delivery
The delivery of a hired item will be made at the time agreed. If no delivery time is agreed, the delivery will be made prior to the beginning of the event. A fixed delivery date is subject to express agreement and written consent by the lessor. The hired item must be ready for collection at the end of the hire period.

10 Warranty
Any liability on the part of the lessor for damage to property and/or persons arising from the use of hired items is limited to cases of intent and gross negligence.

The lessor provides used hired items which have been examined and checked. Whereby due diligence and care are to be exercised, defects or damages may nevertheless occur during transport. With regard to the faultless condition of the hired item, the lessee is required to immediately check the item upon receipt and, if necessary, provide a notification of defects. If the lessee fails to do so, the hired item is considered free of defects. The same applies to the collection of the hired item by the lessor. Any notification of defects must be submitted to the lessor by 4.30pm on the day before the beginning of the event. Notifications of defects that are submitted afterwards will not be accepted.

Part 4 | Stand Construction

In the case of justified claims made with regard to the hired item, the lessor will, at his sole discretion, repair the damage, replace or substitute the defect hired item by a defect-free item, or release the lessee from the contract. If a hired item is examined upon special request by the lessee and no defect can be found, the lessee must bear the costs resulting his/her request as well as the costs incurred due to possible work performed on the hired item. In the case where the lessee has interfered with, modified or changed the hired item, any warranties with regard to defects or damages to the hired item will be excluded.

Lighting equipment which fails after it has been handed over to the lessee is not included in this warranty, instead such lighting equipment must be replaced by the lessee at his/her own expense.

11 Final Provisions

Any deviations from the contents of this contract or ancillary agreements shall only be legally binding when confirmed in writing by MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH.

The mutual rights and obligations deriving from and in connection with this contractual relationship are subject to the law of the Federal Republic of Germany.

The place of performance is the German city of Wolfsburg. If the defendant is a merchant or a legal person under public law or has no general court of jurisdiction in Germany, the claimant shall be entitled to choose whether the court of jurisdiction is Wolfsburg or the general court of jurisdiction of the defendant.

Exhibitors' claims against MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH shall be subject to a period of limitation of 6 months unless prevented by mandatory legal regulations.

If individual provisions of these General Terms and Conditions are invalid, this shall not affect the validity of the remaining provisions. The invalid provision must then be amended so that it meets the intended purpose.

Part 4 | Lettering

Order Form | Lettering
Please send your form by fax to: +49 53 61.85 65-45

→ **Deadline: 1st June 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

CM Design Matthias Biegay und Wolfgang Kottmeyer GbR
Benzstrasse 12
38446 Wolfsburg, Germany

Telephone +49 53 61.85 65-0
Fax +49 53 61.85 65-45
E-mail messe@cm-design.de
Contact Ms Tönskötter

→ **Please tick the lettering that you require and enter the quantity required!**

3 LETTERS

Letter Height (capital letters)	Price	Quantity
☐ 1 to 10cm in height	3 Euros/character	
☐ 11 to 25cm in height	5 Euros/character	
☐ 16 to 20cm in height	7 Euros/character	
☐ 21 to 30cm in height	9 Euros/character	
☐ 31 to 35cm in height	11 Euros/character	
☐ Digital print LFP-SOL vinyl, monomeric/removable, matt/gloss laminated, minimum quantity available: 1m²	60 Euros/m²	

Processing and handling:
75 Euros/hour; data processing: 75 Euros/hour | Installation cost based on time spent, 45 Euros/hour/technician

4 LETTERING

Fascia Panel, Product Stand, Cabin Front	Price	Quantity
☐ Single letters printed on black or white vinyl film, Arial Bold, max. 25 characters cap height of up to 150mm, per lettering, data processing and installation included	136 Euros	
☐ With logo* or graphics*, digital print LFP-SOL vinyl, monomeric/removable, matt/gloss laminated, per lettering, data processing and installation included	180 Euros	
Wall Panel		
☐ With logo* or graphics*, digital print LFP-SOL vinyl, monomeric/removable, matt/gloss laminated, per panel, data processing and installation included	230 Euros	

* **Please send an e-mail containing your logo and graphics templates in the form of a printable PDF file or as a vector graphic (ai or eps) in original size and with a resolution of at least 300 dpi to messe@cm-design.de**

Date

Signature ✗

Stamp

The applicable VAT will be added to all of the prices specified. The invoiced amount is due immediately on receipt of invoice. In the case of late payment, we reserve the right to refuse delivery/installation. An extra fee of 20% will be added to the prices specified in the case of orders received after 1st June 2014. A routine bank processing fee of 5 Euros will be charged for transfers from banks outside of Germany.

Part 4 | Lettering

→ General Terms and Conditions with Regard to Lettering

→ Page 1 of 3

1 Duration

The following terms and conditions are binding for all offers, deliveries, work performances, services and agency services. By making them available to Contract Partners these terms and conditions are deemed to be recognised by the same. Any deviations from these terms and conditions, in particular those of the Contractual Partner, require the written agreement of CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR to be valid and even then are valid only for each individual case. Should individual provisions of these conditions be invalid this does not affect the remaining provisions, which will remain in full force and effect.

2 Copyright – Processing Orders

CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR retains title and copyright for all drawings, sketches, drafts, schematic diagrams, cost estimates, structural analyses, etc. Third parties may not be granted access to the aforementioned drawings, etc. Other use of drafts, etc. is not permitted and requires the explicit prior agreement of CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR. Sketches, drafts, sample signs, etc. will be charged on a time basis provided no agreement to the contrary had been made. Should a purchase order not be issued to CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR, all documents are to be returned to CM Design Matthias Biegay und Wolfgang Kottmeyer GbR without delay. Ideas, drafts, concepts, samples, products and services of all types will be provided or supplied respectively by CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR only against payment. These may neither be duplicated, copied nor amended. CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR will only assign rights in writing and for a special remuneration. Even in such cases, i.e. when payment is made, the party ordering the products or services will only have a limited right of use, i.e. for the specific purpose named in the order concerned. In the case of further production runs, extensions to the originally intended use, etc., CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR has the right to raise an additional invoice to an amount – according to the degree of utilisation – of 5 to 50% of the original fee.

Proof reading is to be carried out by the Client, bearing in mind the purpose of the total order. Corrections of errors are to be marked clearly, for these will be binding for the remaining part of the order processing. Any significant or later requests for changes will be fulfilled at additional cost. If the ordering party provides instructions for the work to be carried out, the ordering party alone has the duty to exercise due care in reviewing the correctness of these instructions. Advertising media produced by CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR can be marked (copyright information) by the same and also have information concerning the manufacturing process printed on them. Moreover CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR can use the media within the framework of its own advertising operations.

3 Sense of Loyalty

The sense of loyalty towards its Contractual Partners is the basis for CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR providing objective advice aimed at achieving customers' objectives in every single case. This is particularly evident when CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR selects the media to be used and third parties or companies, e.g. manufacturers of advertising media or print shops. Provided the Contractual Partner has not explicitly expressed the wish to take part in the selection process, third parties will be selected bearing in mind the need to balance cost against the best possible results in achieving the aims of the Contractual Partner.

4 Media and Printing Orders

CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR issues purchase orders to advertising media companies, printing shops, etc. in its own name and on its own account and at conditions which are most favourable for the Contractual Partner. In this light, CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR additionally invoices its own services and effort in accordance with the individual contractual agreements.

5 Confidentiality

Within the framework of its contract CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR undertakes to maintain confidentiality with respect to all business secrets coming to its knowledge during the collaboration with the Contractual Partner. Insofar as it contracts third parties to perform the contract, CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR ensures that the latter will also maintain confidentiality. The undertaking to maintain confidentiality remains in force even after the contract has been terminated.

6 Deviations/Minor Optical Defects which are Customary in Advertising

There can be deviations in colour and texture of end products from that of the samples which are unavoidable as a result of the reproduction or fabrication methods used. Moreover, the quality of materials or products provided by sub-suppliers can deviate from that agreed without CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR being responsible for this. CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR accepts no liability for such cases. For advertising constructions in which plastic and acrylic glass have been processed, minor scratches, hair cracks, other defects or spots can occur. Minor defects of this type do not justify the issue of a notification of

Part 4 | Lettering

→ General Terms and Conditions with Regard to Lettering

→ Page 2 of 3

defects. In such cases the contractual purpose of the advertising construction supplied must be borne in mind and whether minor defects of this type truly impair the overall effect of the advertisement (for example, minor impairments of advertising constructions erected in a high position cannot even be detected). In accordance with these considerations it is the specific construction/sign which should be considered together with the impairment of its advertising effect by a defect. Deviations can occur as a result of the scale used for the draft. Similarly it is also possible that the shade of the vinyl film used for the lettering does not correspond exactly with the HKS colours of the paper printout or the German DIN RAL standard. These deviations can also not be used as a basis for any claims for defects of the constructions/signs or lettering on vehicles, plastic films, etc.

7 Liability/Notification of Defects

Within the scope of its contractual obligations CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR is liable towards the Contractual Partner only for damages arising from intent and gross negligence. It is not the responsibility of CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR to review the contractual agreement for its acceptability from the point of view of competition law. Should CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR retain sub-contractors to collaborate in processing the order, it is not liable for defects, damage caused by these third parties or omissions on their part. Any claims for damage against the third parties are already deemed to have been assigned in an enforceable way to the Contractual Partner / Client. The Contractual Partner is obliged to inspect the products delivered by CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR that are the subject of this contract without delay after they have been received and to issue a written notification for any evidence of defects within three working days of the reception of the products. Defects established in one part of the delivery do not authorise any claim affecting the complete fulfilment of the order. A price reduction can be demanded, not however claim for damages.

References to DIN standards and similar standards comprise only a more precise description of the goods and are also not tantamount to an assurance of properties, unless such an assurance was explicitly agreed.

With the exception of claims for damages in connection with assured properties, all claims for damages of the Contractual Partner (e.g. those arising from delay, impossibility of fulfilment, culpability in connection with contract negotiations, guarantees, positive breach of contract, impermissible dealings) against CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR and also against their performing agents or vicarious agents are excluded unless these arise from intent or gross negligence of these persons.

In the case of delay and impossibility of fulfilment, liability exists also in the case of negligence, however only to an amount equal to the total cost in excess of any agreed maximum amount of damages or equal to the total cost of providing a replacement.

8 Prices

The applicable VAT will be added to all prices quoted by CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR.

9 Cancellation

In the case of cancellation by the Contractual Partner, CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR will be reimbursed for all costs ensuing up to then. For offers and order confirmations price calculations will always be made that are valid on the day concerned, which upon delivery and without further consultation can be amended if in the meantime the costs involved have changed as a result of changes in standard pay scales or changes made by subcontractors.

All offers submitted are subject to confirmation by CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR.

10 Delivery Times

A delivery time agreed in writing commences at the earliest when all documents to be supplied by the Contractual Partner are available and the production start has been authorised. Claims for damage are excluded in the case of force majeure, strikes and/or the culpability of subcontractors. CM Design Matthias Biegay and Wolfgang Kottmeyer GbR is authorised to make part deliveries.

11 Terms of Payment/Arrears

Irrespective of any other agreements, all invoices are due for payment as soon as the invoice has been received. As long as the payment of the purchase price has not been paid in full all the goods delivered remain the property of CMdesign Matthias Biegay und Wolfgang Kottmeyer GbR.

CM Design Matthias Biegay und Wolfgang Kottmeyer GbR is authorised to require payment in advance of parts (instalments) of the total order value.

12 Final Provisions

Any deviations from the contents of this contract or ancillary agreements shall only be legally binding when confirmed in writing by CM Design Matthias Biegay und Wolfgang Kottmeyer GbR.

Part 4 | Lettering

→ General Terms and Conditions with Regard to Lettering

→ Page 3 of 3

The mutual rights and obligations deriving from and in connection with this contractual relationship are subject to the law of the Federal Republic of Germany.

The place of performance is the German city of Wolfsburg. If the defendant is a merchant or a legal person under public law or has no general court of jurisdiction in Germany, the claimant shall be entitled to choose whether the court of jurisdiction is Wolfsburg or the general court of jurisdiction of the defendant.

Exhibitors' claims against CM Design Matthias Biegay und Wolfgang Kottmeyer GbR shall be subject to a period of limitation of 6 months unless prevented by mandatory legal regulations.

If individual provisions of these General Terms and Conditions are invalid, this shall not affect the validity of the remaining provisions. The invalid provision must then be amended so that it meets the intended purpose.

Part 5 | Table of Contents

→ **Telecommunication Services**

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→ **Stand Security**

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→ **Stand Cleaning**

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→ **Trade Fair Staff**

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→ **Catering**

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→ **Insurance**

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Part 5 | Telecommunication Services

Order Form | Telecommunication Services
Please send your form by fax to: +49 53 61.89 11-109

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid terms and conditions of hire (as listed under "Terms of payment") and hereby place our order with:**

WOBCOM GmbH
Hesslinger Strasse 1-5
38440 Wolfsburg, Germany

Managing Director: Dr Frank Kästner
Commercial Register: Braunschweig Registration Court, Germany
German Commercial Register No.: HRB 100052
VAT ID number: DE 115 235 690

Telephone	+49 53 61.89 11-194
Fax	+49 53 61.89 11-109
E-mail	info@wobcom.de
24h-hotline	+49 8 00.96 27 46 63
Internet	www.wobcom.de

→ **WOBCOM GmbH is a company of the public services organisation Stadtwerke Wolfsburg AG. It offers a strong range of on-site services and provides high-quality landline telephone connections, data connections and Internet services with favourable conditions. As a local telecommunications provider, WOBCOM is acting as a reliable "full-service partner" for exhibitors at the IZB 2014 and has established a comprehensive infrastructure in the Allerpark in Wolfsburg for this purpose. The exclusive "IZB Package Offers" contain a comprehensive range of services stretching from the provision of telephone and data connections for the trade fair through to the on-site configuration of your DSL router by service technicians. You can use these packages to benefit from a particularly fast Internet connection and landline telephone calls using Voice over IP. The fixed charges for these packages cover complete use of the services with no term of contract. You will only then be required to pay additional connection fees that may arise where applicable:**

3 IZB PACKAGE OFFERS

Item No.	Item	Price	Quantity
Package 1	– VDSL Internet access with a download speed of up to 50 Mbit/s and an upload speed of up to 5 Mbit/s – An Internet flatrate including free data volume and unlimited time online – An AVM Fritz!Box 7360 WLAN router or similar device suitable for VDSL included in the package that you can keep after the IZB – Provision of a fixed public IP address – A VoIP telephone connection with a telephone number – A flatrate for landline calls within Germany on the basic tariff "clever" (60/60) – Delivery and configuration of the router by our service technicians	445 Euros	
Package 2	– An ISDN multi-device connection with 3 telephone numbers – A flatrate for landline calls within Germany on the basic tariff "clever" (60/60)	189 Euros	

→ **Last-minute fee: Orders received after 15th August 2014 will be charged an additional fee of 100 Euros**

Date	
Signature	✗
Stamp	

The applicable VAT will be added to all of the prices specified. The offers listed and our performance of the corresponding services are subject to the currently valid version of the General Terms and Conditions of WOBCOM GmbH from November 2013. You can request a written copy of these General Terms and Conditions or view them online (in German) at http://www.wobcom.de/agb.html. Other products and services are also available on request.

Part 5 | Telecommunication Services

Direct Debit Authorisation | Telecommunication Services
Please send your form by fax to: +49 53 61.89 11-109

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.
Hall I Stand No.

2 Billing address (if different from exhibitor address)

Company
Contact
Street
Zip/Postal c., City
Country
Telephone
Fax
E-mail
VAT ID No.
Our order No.

→ **We hereby authorise the following company**

WOBCOM GmbH
Hesslinger Strasse 1-5
38440 Wolfsburg, Germany

Telephone +49 53 61.89 11-194
Fax +49 53 61.89 11-109
E-mail info@wobcom.de
24h-hotline +49 8 00.96 27 46 63
Internet www.wobcom.de

Managing Director: Dr Frank Kästner
Commercial Register: Braunschweig Registration Court, Germany
German Commercial Register No.: HRB 100052
VAT ID number: DE 115 235 690

to collect our due payment for the telecommunication connections ordered from the following account by direct debit:

3 BANK ACCOUNT

Account number:

Bank Sort Code:

IBAN:

SWIFT/BIC:

Name of your bank:

Full postal address of your bank:

Account holder name:

Date

Signature ✗

Stamp

Part 5 | WLAN

"Wireless Wolfsburg" at the IZB

→ WLAN Internet Access

Wolfsburg AG's wireless Internet access, „Wireless Wolfsburg", will also be present in the exhibition grounds during the IZB. This Internet access is available to all exhibitors and visitors at a cost. Once a user has registered and paid for this service, however, they can use it not only at the IZB, but also in other areas of Wolfsburg city centre and in the Allerpark at no extra charge.

The wireless Internet fees are as follows:

1 TARIFFS

Duration of use	Price	Payment method
1 trade fair day	42 Euros	Mastercard or Visa credit cards, PayPal
Complete trade fair (14th to 16th October 2014)	100 Euros	Mastercard or Visa credit cards, PayPal

We recommend that exhibitors choose the "Complete trade fair" tariff.

Registration and payment can be completed on site or in advance at the website www.wireless-wolfsburg.de from 1st September 2014 onwards.

Terms of payment:
The applicable VAT will be added to all of the prices specified.
Payment may only be made using the stated payment methods (prices are subject to change).

This service is provided as part of the standard "Wireless Wolfsburg" offer from Wolfsburg AG.
The general terms and conditions listed at www.wireless-wolfsburg.de shall apply.

If you require any further information on this service, we would be happy to help:

Contact Mr Max Günther
Telefphone +49 53 61.8 97-88 88
(Monday – Friday: 8:00am – 6:00pm)
E-mail wireless@wolfsburg-ag.com

Part 5 | Event Technology

Product Information | Event Technology | Part 1

→ **Service Partner:**

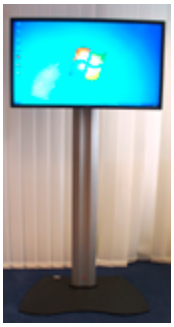
G. Fleischhauer TV Communications GmbH
Oldenburger Allee 8
30659 Hannover, Germany

Telephone +49 5 11.61 68 07-54
Fax +49 5 11.61 68 07-66
E-mail rental@fleischhauer.de
Internet www.fleischhauer.de

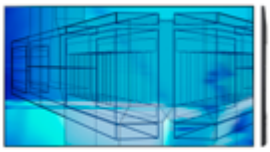
1 EVENT TECHNOLOGY

24” LCD Display

32” LCD Display



42” LCD Display



46” LCD Display

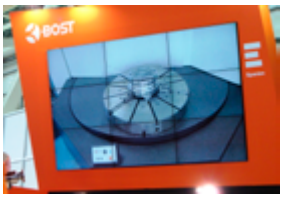
55” LCD Display

65” LCD Display

70” LCD Display

80” LCD Display

120” seamless LCD Splitwall



138” seamless LCD Splitwall

Part 5 | Event Technology

Product Information | Event Technology | Part 2

→ **Service Partner:**

G. Fleischhauer TV Communications GmbH
Oldenburger Allee 8
30659 Hannover, Germany

Telephone +49 5 11.61 68 07-54
Fax +49 5 11.61 68 07-66
E-mail rental@fleischhauer.de
Internet www.fleischhauer.de

1 EVENT TECHNOLOGY

Multimedia PC

Laptop

Apple iMac

Apple Mac mini

Apple MacBook Pro

Apple iPad4

Floorstand for the iPad4

19" touch terminal

Part 5 | Event Technology

Product Information | Event Technology | Part 3

→ **Service Partner:**

G. Fleischhauer TV Communications GmbH
Oldenburger Allee 8
30659 Hannover, Germany

Telephone +49 5 11.61 68 07-54
Fax +49 5 11.61 68 07-66
E-mail rental@fleischhauer.de
Internet www.fleischhauer.de

1 EVENT TECHNOLOGY

DVD-Player

USB Mediaplayer

Floor stand for LCD or plasma display

XGA video/data projector, up to 4000 ANSI lumens

XGA video/data projector, up to 6000 ANSI lumens

AC or Battery Powered Amplified Speaker with integrated wireless Receiver

Wireless handheld microphone

Wireless headset

Part 5 | Event Technology

Order Form | Event Technology | Part 1
Please send your form by fax to: +49 5 11.61 68 07 66

→ **Deadline: 15th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid terms and conditions of hire and hereby place our order with:**

G. Fleischhauer TV Communications GmbH
Oldenburger Allee 8
30659 Hannover, Germany

Telephone +49 5 11.61 68 07-54
Fax +49 5 11.61 68 07-66
E-mail rental@fleischhauer.de
Internet www.fleischhauer.de

Managing Director: Michael Hartung
Commercial Register: Hanover Registration Court, Germany
German Commercial Register No.: HRB 51032
VAT ID number: DE 811 350 463

3 VIDEO TECHNOLOGY (PLEASE TICK THE DISPLAY THAT YOU REQUIRE AND ENTER THE QUANTITIES REQUIRED)

Item	Price	Quantity
☐ 24" LCD Display, 1920 x 1080 pixels	100 Euros	
☐ 32" LCD Display, 1280 x 768 pixels	150 Euros	
☐ 42" LCD Display,1920 x 1080 pixels	360 Euros	
☐ 46" LCD Display, 1920 x 1080 pixels	450 Euros	
☐ 55" LCD Display, 1920 x 1080 pixels	570 Euros	
☐ 65" LCD Display, 1920 x 1080 pixels	970 Euros	
☐ 70" LCD Display, 1920 x 1080 pixels	1230 Euros	
☐ 80" LCD Display, 1920 x 1080 pixels	1350 Euros	
☐ 92" seamless LC display consisting of 2 x 2 46" panels, incl. wall holder	1800 Euros	
☐ 120" seamless LC display consisting of 2 x 2 60" panels, incl. wall holder	2300 Euros	
☐ 138" seamless LC display consisting of 3 x 3 46" panels, incl. wall holder	3800 Euros	
☐ 180" seamless LC display consisting of 3 x 3 60" panels, incl. wall holder	4800 Euros	

Terms of payment: The applicable VAT will be added to all of the prices specified. We reserve the right to refuse delivery in the case of late payment. Please note that payment is due prior to or at delivery.

Date

Signature ✗

Stamp

Part 5 | Event Technology

Order Form | Event Technology | Part 2
Please send your form by fax to: +49 5 11.61 68 07 66

→ **Deadline: 15th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid terms and conditions of hire and hereby place our order with:**

G. Fleischhauer TV Communications GmbH
Oldenburger Allee 8
30659 Hannover, Germany

Telephone +49 5 11.61 68 07-54
Fax +49 5 11.61 68 07-66
E-mail rental@fleischhauer.de
Internet www.fleischhauer.de

Managing Director: Michael Hartung
Commercial Register: Hanover Registration Court, Germany
German Commercial Register No.: HRB 51032
VAT ID number: DE 811 350 463

3 VIDEO TECHNOLOGY (PLEASE TICK THE ITEM THAT YOU REQUIRE AND ENTER THE QUANTITIES REQUIRED)

Item	Price	Quantity
☐ Multimedia PC with Win 7 and MS Office	120 Euros	
☐ Laptop with Win 7 and MS Office	170 Euros	
☐ Apple iMac, 21.5“	200 Euros	
☐ Apple iMac, 27“	250 Euros	
☐ Apple Mac mini	150 Euros	
☐ Apple MacBook Pro, 15.4”	215 Euros	
☐ Apple iPad4, 16GB, WiFi	150 Euros	
☐ Floorstand for the iPad4	90 Euros	
☐ 19” touch terminal	700 Euros	

Terms of payment: The applicable VAT will be added to all of the prices specified. We reserve the right to refuse delivery in the case of late payment. Please note that payment is due prior to or at delivery.

Date

Signature ✗

Stamp

Part 5 | Event Technology

Order Form | Event Technology | Part 3
Please send your form by fax to: +49 5 11.61 68 07 66

→ **Deadline: 15th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid terms and conditions of hire and hereby place our order with:**

G. Fleischhauer TV Communications GmbH
Oldenburger Allee 8
30659 Hannover, Germany

Telephone +49 5 11.61 68 07-54
Fax +49 5 11.61 68 07-66
E-mail rental@fleischhauer.de
Internet www.fleischhauer.de

Managing Director: Michael Hartung
Commercial Register: Hanover Registration Court, Germany
German Commercial Register No.: HRB 51032
VAT ID number: DE 811 350 463

3 VIDEO TECHNOLOGY | ACCESSORIES FOR LC DISPLAYS
PLEASE TICK THE ITEM THAT YOU REQUIRE AND ENTER THE QUANTITIES REQUIRED

Item (only in connection with a display)	Price	Quantity
☐ DVD player	35 Euros	
☐ USB media player	35 Euros	
☐ Blu-ray player	70 Euros	
☐ Floor stand for LC or plasma display	140 Euros	
☐ Wall holder for LC or plasma displays	40 Euros	
☐ Base for LC or plasma displays (from 32“)	50 Euros	
Item	**Price**	**Quantity**
☐ XGA video/data projector, up to 4000 ANSI lumens*	250 Euros	
☐ XGA video/data projector, up to 6000 ANSI lumens*	650 Euros	

** Other projectors and matching screens are available on request.*

4 AUDIO TECHNOLOGY

☐ AC or Battery Powered Amplified Speaker incl. Tripod / Receiver	210 Euros	
☐ Wireless handheld microphone	70 Euros	
☐ Wireless headset	70 Euros	

Date
Signature ✗
Stamp

All prices are inclusive of assembling and disassembling services. Additional technical equipment can be provided on request (see illustrations). Cancellation costs are determined in our general terms and conditions. Terms of payment: The applicable VAT will be added to all of the prices specified. We reserve the right to refuse delivery in the case of late payment. Please note that payment is due prior to or at delivery.

Part 5 | Event Technology

→ General Terms and Conditions | G. Fleischhauer TV Communications GmbH

1 Subject of the Contract

The lease shall be exclusively subject to the following terms and conditions. The following terms and conditions are to be regarded as accepted at the latest at the time of delivery of the equipment at the location of use. The subject of the contract shall be the leased equipment listed in detail on the delivery note.

2 Lease Term

The lease term is calculated in days or weeks where parts of days count as full days. The lease term shall begin with the arrival of the equipment at the location of use and end with the arrival of the equipment at the lessor's. In the case that the arrival of the equipment at the lessor's is delayed beyond the originally determined lease term, the lease price shall be adjusted accordingly. The minimum lease term is one day.

3 Transport, Risk Bearing

Transport shall always be carried out at the cost and risk of the client from the stock of the contractor or stock of the subcontractor of the contractor. In the event that transport will be impossible due to reasons beyond the lessor's influence, the risk is transferred to the lessee upon notification of the readiness for transport. The bearing of the risk for returned goods shall also be borne by the client until the time of their receipt by the contractor. The contractor is held liable for faults in the choice of the freight forwarder only in the case of gross negligence. The choice of the transport method is at the discretion of the contractor unless the client has issued an express statement to this effect. The contractor may, at their own discretion, take out transport insurance at the cost of the client. However, an obligation to conclude such insurance only applies if a written instruction is provided by the client.

4 Equipment Insurance

The lessee is required to take out an appropriate insurance against damage or loss in order to protect themselves from the consequences of damage or loss.

5 Use of Leased Equipment

All leased equipment is the property of the lessor. The lessee is required to use the equipment in a careful manner and comply with the obligations and the lessor's instructions in connection with the possession, use and maintenance of the leased equipment.

6 Warranty

The lessor shall be liable for the fully functional condition of the leased equipment at the time of the risk transfer, excluding all further claims as follows: Should, at the time of the risk transfer, the leased equipment have a fault which renders it unable to perform as contractually agreed or hinders the use of the equipment to a degree which is equivalent to such inability to perform, the lessor may, at their discretion, either remedy the fault, exchange the faulty equipment or withdraw from the contract. The lease price shall be reduced accordingly for the duration that the equipment is unable to perform. For damages incurred by the lessee using the leased equipment, the lessor shall only be held liable if the damages are based on a fault which existed at the time of the risk transfer. The liability shall be limited to the cost of repair up to the amount of the lessor's lease price claim against which a subsequent and possible claim for compensation for damages can be settled. Further claims by the lessee, in addition to the above, especially for compensation for damages, shall be excluded.

7 The Liability of the Lessee

The lessee is responsible to the lessor for all damages arising as a result of use of the leased equipment which does not comply with the specified conditions. Damages resulting from accidental loss or accidental damage shall be borne by the lessee. In the case of a total loss, the lessee must compensate the lessor for the value of the equipment at the time of the loss. All damages must be borne by the lessee, regardless of whether they are responsible for the damages or not.

8 Prices, Payment

The list prices issued by the contractor and valid on the day of delivery or performance shall be binding, unless otherwise agreed. All prices are exclusive of any applicable value-added tax which the client shall be additionally liable to pay. Prices are quoted ex stock. Expenses associated with freight, packaging, insurance, etc. as well as installations will be additionally invoiced. In the case of agreement on freight free delivery, the client must bear the cost of cartage as well as the delivery fees applicable from the station of receipt indicated by the client. The acceptance of cheques always only applies pending full discharge of the debt whereas bills of exchange will not be accepted. Invoice amounts for leasing are payable immediately without any deduction.

9 Cancellation

In the case of cancellation of a lease up to 30 days prior to the time of the intended first lease day, the lessee shall not incur any costs. In the case of cancellation later than this, the following cancellation costs are payable:
Up to 14 days before commencement of lease: 25%.
Up to 8 days before commencement of lease: 50%.
Up to 3 days before commencement of lease: 70%.
Less than 72 hours before commencement of lease 100%.

Part 5 | Event Technology

→ General Terms and Conditions | G. Fleischhauer TV Communications GmbH

→ Page 2 of 2

10 Security Deposit

TV Fleischhauer Communication GmbH has the right to demand advance lease payments, security deposits or the provision of a bank guarantee up to the amount of the value of the leased equipment. The lessee is obliged to fully accept and protect the ownership rights of TV Fleischhauer Communication GmbH to the leased equipment. This also particularly applies to the releasing of the equipment to third parties.

11 Delivery

The agreement of a lease date is subject to the provision that a punctual delivery is possible. If compliance with the lease date becomes impossible due to circumstances for which the lessor is responsible and if a postponement of the commencement of the lease term can be documented to be of no interest to the lessee, the lessee can withdraw from the contract. However, the assertion of claims for damages shall be excluded in such a case. Unforeseen events which are beyond the control of the lessor, regardless of whether they occur at the premises of the lessor or their suppliers, such as strikes, lock-outs, accidental damages, operational disruptions etc., entitle the lessor to withdraw from the contract or postpone the commencement of the lease term by the period of hindrance - excluding all claims for damages on the part of the lessee.

12 Return of the Leased Equipment

The lessee is required to return, at their own cost and risk, the leased equipment to the lessor without delay after expiry of the lease term.

13 Late Return

In the case of late return of the leased equipment, the lessee shall compensate the lessor for any damages or losses. Should the leased equipment not be returned in good and proper condition, the lessee shall reimburse the lessor for the full lease costs with regard to the period necessary for repairing the leases equipment, notwithstanding any further claims by the lessor for the compensation of damages.

14 Final Provisions

Place of fulfilment for delivery, payment and warranty is the German city of Hanover. Court of jurisdiction, insofar as legally permissible, is Hanover, Germany. German law applies. Should any part of the lease terms and conditions be rendered or declared invalid, such invalidations of the terms and conditions should not invalidate the remaining parts which shall remain in full force and effect. The invalid provision shall be replaced by a valid provision which takes into consideration the business purpose and intention of the original, invalid provision. All rights to modification of models, prices and delivery possibilities reserved. The applicable VAT is added to all of the prices specified.

Part 5 | Stand Security

Order Form | Stand Security – Assembly and Installation Period
Please send your form by fax to: +49 53 61.18 95 80

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid general terms and conditions (page 107) and hereby place our order with:**

Wolfsburger Dienstleistungs- und Melde-Zentrale
Hesslinger Strasse 1-5
38440 Wolfsburg, Germany

Telephone +49 53 61.18 95 55
Fax +49 53 61.18 95 80
E-mail info@wdz.de

Managing Director: Dr Frank Kästner
Commercial Register: Braunschweig Registration Court, Germany
German Commercial Register No.: HRB 100155
VAT ID number: DE 115 235 690

3 SURVEILLANCE DURING ASSEMBLY AND INSTALLATION
(PLEASE TICK THE DAY THAT YOU REQUIRE AND ENTER THE TIME REQUIRED)

Day	Time					Time			
☐ Tue, 7th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Wed, 8th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Thu, 9th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Fri, 10th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Sat, 11th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Sun, 12th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Mon, 13th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*

SURVEILLANCE DURING THE TRADE FAIR

☐ Tue, 14th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Wed, 15th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Thu, 16th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*

*** Please note that the charges for security services will at least be based on the time spent providing the ordered surveillance services or, at the latest, until stand staff actually arrive at the stand!**

Security services will be charged at an hourly rate of 23.50 Euros/hour and the minimum time for such services is 4 hours. The hourly rate includes all allowances and charges. The final invoice will be based on the actual time spent providing surveillance services. Terms of payment: In individual cases, WDZ is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed. The final invoice will be issued after all services have been provided. The applicable VAT will be added to all of the prices specified. The invoice amount is due immediately and without deduction.

Date _____

Signature ✗ _____

Stamp _____

Please note: Orders that have been received and confirmed can only be cancelled in writing with no additional charge until 15th September 2014! **Please clarify your company's internal order number (if available) for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments/ changes of address.**

Part 5 | Stand Security

Order Form | Stand Security – Dismantling Period
Please send your form by fax to: +49 53 61.18 95 80

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid general terms and conditions (page 107) and hereby place our order with:**

Wolfsburger Dienstleistungs- und Melde-Zentrale
Hesslinger Strasse 1-5
38440 Wolfsburg, Germany

Telephone +49 53 61.18 95 55
Fax +49 53 61.18 95 80
E-mail info@wdz.de

Managing Director: Dr Frank Kästner
Commercial Register: Braunschweig Registration Court, Germany
German Commercial Register No.: HRB 100155
VAT ID number: DE 115 235 690

3 SURVEILLANCE DURING DISMANTLING
(PLEASE TICK THE DAY THAT YOU REQUIRE AND ENTER THE TIME REQUIRED)

Day	Time					Time			
☐ Fri, 17th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Sat, 18th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Sun, 19th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Mon, 20th Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*
☐ Tue, 21st Oct. 2014	from	am/pm	to	am/pm*	and	from	am/pm	to	am/pm*

*** Please note that the charges for security services will at least be based on the time spent providing the ordered surveillance services or, at the latest, until stand staff actually arrive at the stand!**

Security services for stands will be charged at an hourly rate of 23.50 Euros/hour and the minimum time for such services is 4 hours. The hourly rate includes all allowances and charges. The final invoice will be based on the actual time spent providing surveillance services.

Terms of payment: In individual cases, WDZ is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed. The final invoice will be issued after all services have been provided. The applicable VAT will be added to all of the prices specified. The invoice amount is due immediately and without deduction.

Please note: Orders that have been received and confirmed can only be cancelled in writing with no additional charge until 15th September 2014! **Please clarify your company's internal order number (if available) for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments/changes of address.**

Date

Signature ✗

Stamp

Part 5 | Stand Security

→ General Terms and Conditions | Wolfsburger Dienstleistungs- und Melde-Zentrale (WDZ)

1 Placing of an Order
The exhibitors are requested to place their orders by 15th August 2014 at the latest.

2 Performance of Security Services
The exhibition stands that are to be watched over shall be assumed from the exhibitor when the service commences. The desired security periods shall be arranged with the exhibitor. Any changes shall be agreed with the exhibitor and confirmed by the exhibitor in writing. The exhibitor will inform the security staff of important security issues. Handover and inspection reports shall be compiled. These shall be countersigned by the exhibitor. All incidents shall be documented in detail in the inspection and handover report.

3 Liability
Within the scope of the legal requirements, WDZ is liable for damages which may be caused by its own fault or fault of its staff when carrying out services or performing other contractual duties: liability without limitation in the case of damage to persons and up to a maximum of 512,000 Euros per occurrence of damage to property or financial loss.

If, in the event of damage, the applicable law contains a maximum sum of liability, the liability is limited to this amount.

In addition, all damages which are not covered by insurance according to the General Liability Insurance are excluded from liability.

Liability claims expire if the customer fails to take legal action by asserting the claim immediately with WDZ or with its insurance company within three months after refusal.

Limitations of liability apply insofar as binding statutory provisions - liability in the case of intent or gross negligence, for example - are not violated.

4 Terms of Payment
WDZ is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed.

The final invoice will be issued after all services have been provided.

The applicable VAT will be added to all of the prices specified.

The invoice amount is due immediately and without deduction.

5 Cancellation Period
Orders that have been received and confirmed can only be cancelled in writing with no additional charge until 15th September 2014!

6 General Provisions
Additional agreements must be made in writing. Court of jurisdiction for both contracting parties is Wolfsburg, Germany.

Your partner for security services:
WDZ Wolfsburger Dienstleistungs- und Melde-Zentrale GmbH

WDZ is certified in accordance with DIN EN ISO 9001 and operates a certified co-ordinating office for emergency calls and services of the categories A, B and C.

Part 5 | Stand Cleaning

Order Form | Stand Cleaning Before the Start of the IZB
Please send your form by fax to: +49 53 61.18 95 80

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid general terms and conditions (page 110) and hereby place our order with:**

Wolfsburger Dienstleistungs- und Melde-Zentrale
Hesslinger Strasse 1-5
38440 Wolfsburg, Germany

Telephone +49 53 61.18 95 55
Fax +49 53 61.18 95 80
E-mail info@wdz.de

Managing Director: Dr Frank Kästner
Commercial Register: Braunschweig Registration Court, Germany
German Commercial Register No.: HRB 100155
VAT ID number: DE 115 235 690

for the following cleaning services for our stand measuring: _____m² (please ensure that you indicate your stand size!):

3 REMOVAL OF CARPET PROTECTION SHEETS, ON MONDAY, 13TH OCTOBER 2014 (PLEASE TICK)

Service	Stand Size	Price
☐ Removal/Disposal of carpet protection sheets (without cleaning services)	up to 100m²	18.00 Euros/stand
☐ Removal/Disposal of carpet protection sheets (without cleaning services)	over 101m²	24.00 Euros/stand

4 STAND CLEANING BEFORE THE FIRST DAY OF THE TRADE FAIR (AT NIGHT ON 13TH OCTOBER 2014) (PLEASE TICK)

Service	Stand Size	Price
☐ One-off cleaning of the stand (floors* and furniture) *This service does not include the removal/disposal of protective sheets.	up to 50m² each additional m²	52.00 Euros/stand 1.40 Euros/stand
☐ One-off cleaning of plastic and glass surfaces (mirrors, walls, acrylic glass surfaces and display cabinets)		42.00 Euros/hour**

** The calculation of the charge will be based on the actual time spent cleaning your stand.
A fee of 10.50 Euros will be charged for each quarter of an hour or part thereof.

Terms of payment: In individual cases, WDZ is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed. The final invoice will be issued after all services have been provided. The applicable VAT will be added to all of the prices specified. The invoice amount is due immediately and without deduction.

Please note: Orders that have been received and confirmed can only be cancelled in writing with no additional charge until 15th September 2014! **Please clarify your company's internal order number (if available) for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments/changes of address.**

Date _____

Signature ✗ _____

Stamp _____

Part 5 | Stand Cleaning

Order Form | Stand Cleaning During the IZB
Please send your form by fax to: +49 53 61.18 95 80

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the valid general terms and conditions (page 110) and hereby place our order with:**

Wolfsburger Dienstleistungs- und Melde-Zentrale
Hesslinger Strasse 1-5
38440 Wolfsburg, Germany

Telephone +49 53 61.18 95 55
Fax +49 53 61.18 95 80
E-mail info@wdz.de

Managing Director: Dr Frank Kästner
Commercial Register: Braunschweig Registration Court, Germany
German Commercial Register No.: HRB 100155
VAT ID number: DE 115 235 690

for the following cleaning services for our stand measuring: _____m² (please ensure that you indicate your stand size!):

3 STAND CLEANING BETWEEN THE DAYS OF THE TRADE FAIR (AT NIGHT ON 14TH AND 15TH OCT. 2014) (PLEASE TICK)

Service	Stand Size	Price
☐ Daily stand cleaning (vacuum cleaning carpets, wiping hard floor surfaces with a moist cloth, wiping down tables, emptying wastepaper bins)	up to 50m² each additional m²	45.00 Euros/stand/day 1.40 Euros/stand/day
☐ Daily cleaning of plastic and glass surfaces (mirrors, walls, acrylic glass surfaces and display cabinets)		42.00 Euros/hour**

** The calculation of the charge will be based on the actual time spent cleaning your stand.
A fee of 10.50 Euros will be charged for each quarter of an hour or part thereof.

Terms of payment: In individual cases, WDZ is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed. The final invoice will be issued after all services have been provided. The applicable VAT will be added to all of the prices specified. The invoice amount is due immediately and without deduction.

Please note: Orders that have been received and confirmed can only be cancelled in writing with no additional charge until 15th September 2014! **Please clarify your company's internal order number (if available) for these services. A fee of 30 Euros plus VAT will be charged for subsequent invoice amendments/changes of address.**

Date _____

Signature ✗ _____

Stamp _____

Part 5 | Stand Cleaning

→ General Terms and Conditions | Wolfsburger Dienstleistungs- und Melde-Zentrale (WDZ)

1 Placing of an Order
The exhibitors are requested to place their orders by 15th August 2014 at the latest.

2 Conditions to be Fulfilled by the Exhibitor
The exhibitor is obliged to provide a power supply at the stand and, if necessary, to deposit a key.

3 Performance of Cleaning Services
The initial cleaning is made in due course before the opening of the event. The precondition for this is the timely completion of the stand.

The daily cleaning services are performed at the end of each day of the event.

Complaints are solved by subsequent rectification. These services are to be accepted and confirmed in writing.

After the end of the event, the total services of WDZ are to be accepted and confirmed in writing.

4 Liability
Within the scope of the legal requirements, WDZ is liable for damages which may be caused by its own fault or fault of its staff when carrying out services or performing other contractual duties: liability without limitation in the case of damage to persons and up to a maximum of 512,000 Euros per occurrence of damage to property or financial loss.

If, in the event of damage, the applicable law contains a maximum sum of liability, the liability is limited to this amount.

In addition, all damages which are not covered by insurance according to the General Liability Insurance are excluded from liability.

Liability claims expire if the customer fails to take legal action by asserting the claim immediately with WDZ or with its insurance company within three months after refusal.

Limitations of liability apply insofar as binding statutory provisions – liability in the case of intent or gross negligence, for example – are not violated.

5 Terms of Payment
WDZ is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed.

The final invoice will be issued after all services have been provided.

The applicable VAT will be added to all of the prices specified.

The invoice amount is due immediately and without deduction.

6 Cancellation Period
Orders that have been received and confirmed can only be cancelled in writing with no additional charge until 15th September 2014!

7 General Provisions
Additional agreements must be made in writing. Court of jurisdiction for both contracting parties is Wolfsburg, Germany.

Your partner for security services:
WDZ Wolfsburger Dienstleistungs- und Melde-Zentrale GmbH

WDZ is certified in accordance with DIN EN ISO 9001 and operates a certified co-ordinating office for emergency calls and services of the categories A, B and C.

Part 5 | Trade Fair Staff

Order Form | Trade Fair Staff
Please send your form by fax to: +49 53 61.8 97-44 42

→ **Deadline: 30th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

BodyArt Event & Models & Staff
Brahestrasse 39
10589 Berlin, Germany

Telephone +49 1 76.62 63 79 80
Fax +49 53 61.8 97-44 42
E-mail bela@events-models-and-staff.com

Manager: Mr Béla Werger
German tax No.: 13/587/00513

→ **Languages: The standard languages are English and German. French [F] and Spanish [S] can be booked as additional languages.**
Clothing: The standard outfit for hostesses and hosts is a black/dark blue trouser suit combined with a white blouse/shirt.

3 HOSTESSES/HOSTS (PLEASE TICK)

Hostesses/Hosts	Gender (f/m) (please tick)	Additional language (please tick)	Time	Quantity
☐ Mon, 13th Oct. 2014	[F] [M]	[F] [S]	from am/pm to am/pm	
☐ Tue, 14th Oct. 2014	[F] [M]	[F] [S]	from am/pm to am/pm	
☐ Wed, 15th Oct. 2014	[F] [M]	[F] [S]	from am/pm to am/pm	
☐ Thu, 16th Oct. 2014	[F] [M]	[F] [S]	from am/pm to am/pm	
☐ Fri, 17th Oct. 2014	[F] [M]	[F] [S]	from am/pm to am/pm	

→ **We charge an hourly rate of 23.50 Euros per hour or part hour for hostesses/hosts.**
***Please note that each hostess/host must be booked for a minimum of at least 6 hours/day!**

The applicable VAT will be added to all of the prices specified. The Client shall provide the necessary accreditation for the hired staff.

Terms of payment: BodyArt is entitled to charge a down payment amounting to 100% of the estimated final amount based on the presumed hostess/host services to be provided before the hostess/host services have actually been performed. The final invoice will be issued at the end of the IZB 2014. The invoice amount is due immediately and without deduction.

Please note: An extra fee of 25% will be added to the order total in the case of orders received after 1st October 2014.

Date

Signature ✗

Stamp

Cancellation deadlines:
The following cancellation deadlines shall apply for cancellations of orders that have been received and confirmed:
– No fee shall be charged for cancellations received before 31st July 2014.
– 50% of the order total shall be charged for cancellations received before 17th September 2014.
– 75% of the order total shall be charged for cancellations received before 1st October 2014.
– 100% of the order total shall be charged for cancellations received from 8th October 2014 onwards.

Part 5 | Trade Fair Staff

§ 1 General Information – Scope of Application

(1) These General Terms and Conditions of the company „BodyArt Event & Models & Staff", hereinafter referred to as "BodyArt", apply to services provided by BodyArt within the framework of the International Suppliers Fair (IZB) 2014. BodyArt shall provide its clients with the services of independent and self-employed trade fair hostesses/hosts, hereinafter referred to as „Hostesses/Hosts", as defined in individual orders.

§ 2 The Subject of the Contract

(1) The Client shall commission BodyArt to provide the services of independent and self-employed Hostesses/Hosts as requested in his/her order for the presentation of the Client's company at the IZB 2014.

(2) If the Client attaches particular importance to specific skills or qualifications required from the Hostesses/Hosts, he/she must explicitly specify these requirements when placing his/her order.

(3) BodyArt shall inform the Hostesses/Hosts about the necessary basic general conditions that apply to the performance of the services ordered. BodyArt shall have no further authority to issue directives within the framework of the performance of the services ordered.

§ 3 Conclusion and Cancellation of Contract

(1) BodyArt shall provide the Client with a non-binding offer without obligation when requested to do so by the Client. A contract shall only be concluded when the Client places a written order.

(2) A fee for late orders amounting to 25% of the order total shall be charged for orders placed from 1st October 2014 onwards.

(3) Both parties are only entitled to cancel the contract for significant reasons. Cancellations of contract must be made in writing.

(4) The following cancellation deadlines shall apply for the cancellation of orders that have been received and confirmed:
- No fee shall be charged for cancellations received by 31st July 2014.
- A fee of 50% of the order total shall be charged for cancellations received by 17th September 2014.
- A fee of 75% of the order total shall be charged for cancellations received by 1st October 2014.
- 100% of the order total shall be charged for cancellations received from 8th October 2014 onwards.

§ 4 Terms of Payment

(1) BodyArt is entitled to charge the Client a down payment amounting to 100% of the estimated final amount based on the presumed services to be provided before the services have actually been performed.

(2) The final invoice shall be issued after the end of the IZB 2014.

(3) The invoice amount shall be due immediately and without deduction.

(4) The applicable value-added tax shall be added to all of the prices specified.

§ 5 Liability

(1) All claims arising from the order shall cease to apply in the case that BodyArt or its agent fails to perform the services specified in the order due to illness or force majeure. BodyArt shall immediately report such hindrances to the Client by fax, e-mail or telephone and shall provide evidence of the hindrance (e.g. a doctor's certificate etc.) on request.

(2) The Client shall bear the operational and personal risk for the correct performance of the services ordered and shall assume full liability for the safety of the agents commissioned by BodyArt. BodyArt shall assume no liability whatsoever for any kind of damage caused by visitors.

(3) BodyArt cannot be held liable in the case of orders for services involving the completion of financial tasks such as activities involving the management, safekeeping, administration or transportation of money, valuables or securities and the completion of payment transaction tasks and activities.

(4) BodyArt shall be liable for damages incurred during the performance of the services ordered for which it or its Hostesses/Hosts are responsible within the framework of the legal regulations.

§ 6 Documentation and References

(1) BodyArt is entitled to document the performance of services on all types of image and sound recording medium and to use all photographs, videos and film recordings and other technical reproductions arising from the contractual relationship to advertise its own services or for editorial purposes.

Part 5 | Trade Fair Staff

(2) BodyArt is entitled to specify the Client's company name and/or, in the case of agencies (e.g. advertising, event, PR or marketing agencies etc.), the company name of the Client's clients and the Client's brands and/or the brands of the Client's clients (as references) in order to advertise its own services insofar as these company names and brands are a subject of the services provided. The Client shall affirm that his/her clients agree to this measure when placing his/her order.

§ 7 Severability Clause

If individual provisions of these General Terms and Conditions are invalid or impracticable and/or become invalid or impracticable after the order has been placed, this shall not affect the validity of the remaining provisions. In such cases, the invalid or impracticable provision should be replaced by a valid and practicable provision with an impact that comes as close as possible to the economic objective that formed the focus of the parties' original invalid or impracticable provision. The same shall apply to any loopholes in the provisions of these General Terms and Conditions.

§ 8 Court of Jurisdiction

(1) The law of the Federal Republic of Germany shall apply.

(2) The court of jurisdiction for any possible disputes arising from the business relationship is Berlin, Germany.

Part 5 | Interpreting Services

Order Form | Interpreting Services
Please send your form by fax to: +49 53 61.8 97 79 30

→ **Deadline: 6th September 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

Contractual Partner:
Wolfsburg AG
Agentur für Interkulturelle GeschäftsBeziehungen
Major-Hirst-Strasse 11
38442 Wolfsburg, Germany

Exhibitor service:
Telephone +49 5361 897 4660
Fax +49 5361 897 7930

VAT ID number: DE 190215600
The Board: Julius von Ingelheim, Thomas Krause, Oliver Syring, Manfred Günterberg
Braunschweig District Court, German Commercial Register no.: HRB 100405

Intercultural Assistance at the International Suppliers Fair 2014
Would you like to establish business contacts with international exhibitors and visitors at the IZB but require assistance with your negotiations? If so, then we can provide you with our intercultural exhibition interpreters, who will be happy to help you with your projects and increase your negotiation success. All of our highly qualified and experienced interpreters are familiar with the cultural, traditional and stylistic features of each language. As a result, they can not only help you by offering spoken translation, but also by interpreting culturally influenced interactions and the course of discussions.

3 BOOKING

Day	Language	Time
☐ Tue, 14th Oct. 2014		
☐ Wed, 15th Oct. 2014		
☐ Thu, 16th Oct. 2014		

Fees:
4 hours = 350 Euros/interpreter
1 day (approx. 8 hours) = 650 Euros/interpreter
2 days = 1200 Euros/interpreter
3 days = 1900 Euros/interpreter

Languages:
Khmer (Cambodia); Indonesian; Lao; Tagalog; Tamil; Thai; Vietnamese; Hindi; Chinese; English; French; Spanish

Other languages are also available on request.

Terms of payment: The applicable VAT will be added to all of the prices specified.

Please note: The provision of the services ordered cannot be guaranteed in the case of orders received after 6th September 2014. You will receive an order confirmation or refusal in writing from us within 10 working days. The payment shall be due to be paid within 30 days after the date of issue of the invoice.

Date
Signature ✗
Stamp

Cancellation deadlines:
Cancellations before 6th September 2014 can be made free of charge.
30% of the final invoice amount will be charged for cancellations received by 20th September 2014.
60% of the final invoice amount will be charged for cancellations received by 1st October 2014.
100% of the final invoice amount will be charged for cancellations received from 2nd October 2014 onwards.

Part 5 | Deco Plants

Order Form | Deco Plants
Please send your form by fax to: +49 53 61.7 59 68

→ **Deadline: 1st August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We hereby place our order with:**

GartenBaumschule Lieven
Baumschulenweg 1
38442 Wolfsburg, Germany

Telephone +49 53 61.7 13 08
Fax +49 53 61.7 59 68
E-mail info@garten-baumschule-lieven.de
Internet www.garten-baumschule-lieven.de

Business owner: Marie-Luise Kelting
VAT ID number: DE 19/241/30251

3 GREEN PLANTS (HIRE) (PLEASE TICK AND ENTER THE QUANTITY REQUIRED)

	Item		Hire Price	Quantity
☐	Plants in deco pots	up to 100cm in height	30 Euros/item	
☐	Plants in deco pots	100 to 150cm in height	46 Euros/item	
☐	Plants in deco pots	150 to 200cm in height	65 Euros/item	

4 PLANT DECORATIONS (HIRE) (PLEASE TICK AND ENTER THE QUANTITY REQUIRED)

	Item		Hire Price	Quantity
☐	Counter top decoration	approx. 15cm wide and 25cm high	33 Euros/item	
☐	Counter top decoration	approx. 20cm wide and 40cm high	47 Euros/item	
☐	Bar table/Lounge decoration	approx. 10cm in diameter	15 Euros/item	
☐	Floor vase	approx. 130cm high	139 Euros/item	

→ **The prices specified include delivery and collection. Please note that the plants need to be watered at your stand. Compensation of the sales price must be paid in the case of loss or damage. The applicable VAT will be added to all of the prices specified.**

Terms of payment:
Payment must be received by 15th August 2014. We reserve the right to refuse delivery in the case of non-payment.

Cancellation terms: 50% of the order value will be charged for cancellations received after 15th August 2014.

Date

Signature ✗

Stamp

Part 5 | Deco Plants

General Terms and Conditions | GartenBaumschule Lieven

→ Page 1 of 4

§ 1 General – Scope of Application

1 These terms and conditions are part of all delivery contracts, agreements and offers. They are accepted as valid at the latest when an order is placed or delivery accepted.

2 Consumers, in the sense of these terms and conditions, are natural persons with whom a business relationship is entered into, without them being attributed a commercial or entrepreneurial occupation. Entrepreneurs, in the sense of these terms and conditions, are natural or legal persons or partnerships with legal capacity with whom a business relationship is entered into, and who are attributed a commercial or entrepreneurial occupation. Customers, in the sense of these terms and conditions are consumers as well as entrepreneurs.

3 We expressly dissent sales or order conditions or other general terms and conditions that differ from, contradict, or supplement our sales and delivery conditions, even the acknowledgement of other conditions does not result in them becoming part of the contract, unless we expressively consent to their validity in writing.

§ 2 Conclusion of Contract

1 Our offers are non-binding according to our availability.

2 By ordering goods, the customer declares bindingly that they intend to buy the ordered goods. We are entitled to accept the contract offered through the order within two weeks of receipt. This acceptance may be declared to the customer either in writing or through the delivery of the ordered goods.

3 If the consumer orders goods electronically, we will immediately confirm receipt of the order. However the confirmation of receipt does not present a binding acceptance of the order. The confirmation of receipt may be combined with the confirmation of acceptance.

4 The closing of the contract is done under reserve of the accurate and timely delivery by our subcontractors. This is valid only in the case of a failure of delivery that we are not responsible for, particularly when closing a congruent hedging transaction with our subcontractor. The customer will be informed about the non-availability of the service without delay, the payment will be, if rendered already, compensated immediately.

5 If the consumer orders goods electronically, the contract text will be saved by us and sent by email to the customer, alongside the valid general terms and conditions, upon request.

§ 3 Prices and Terms of Payment

1 All prices are quoted ex-selling point, without packaging and transport, in Euros, plus applicable VAT. When a new catalogue/price list is issued, the former prices lose their validity. In the case of shipment sales, a delivery charge of 20 Euros is added to the sales price.

2 Foreign currencies will be converted into Euros at the course given by the German Federal Bank's noted official quotation for the respective currency on the day of writing the invoice, if the invoice is not actually written out in that currency.

3 Listed prices do not apply if plants are selected personally at our company.

4 We reserve the right to carry out orders for cash on delivery.

5 The customer will not be charged additional costs when ordering using telephone, fax or email.

6 The customer commits to paying the purchase price after receiving the goods within 30 days from the invoice date at the latest. After this period has passed, the customer will be in default of payment. During the default of payment, the consumer is obliged to pay interest of 5% over the base rate on their debt. During the default of payment, the entrepreneur is obliged to pay interest of 8% over the base rate on their debt. In the case of entrepreneurs, we reserve the right to substantiate and claim for a higher damage occurring from the delay.

7 The consumer has the right to clear only when their counterclaims have been legally substantiated or acknowledged by us. The exercise of a right of retention is only admissible under circumstances occurring from the same delivery. In commercial legal transactions, the exercise of a right of refusal of performance or a right of retention by our entrepreneurial customers is foreclosed.

8 Checks and bills of exchange are accepted only for the purpose of completion and under reservation of redemption. Expenses and costs resulting from this will be charged to the buyer.

9 If a substantial deterioration occurs to the pecuniary circumstances of our customers, we reserve the right to make the performance of our contractual services conditional on the pre-payment of the agreed payment, or an appropriate security performance. After setting an appropriate final deadline for inactive customers, we have the right to withdraw from the contract and claim damages.

Part 5 | Deco Plants

→ General Terms and Conditions | GartenBaumschule Lieven

→ Page 2 of 4

§ 4 Transfer of Risk, Shipment and Packaging

1 If the buyer is an entrepreneur, the risk of accidental loss or accidental deterioration of the goods is transferred to the buyer with the delivery, with shipment sales, with the delivery of the goods to the forwarding agent, to the freight carrier or to any other person or agency in charge of delivery or shipment

2 If the buyer is a consumer, the risk of accidental loss or accidental deterioration of the sold goods is transferred to the buyer with the delivery of the goods to the buyer, also in the case of shipment sales.

3 If the buyer defaults on acceptance, this shall be deemed equivalent to handover.

4 In the case of our additional purchasing, the salesperson is required to carry out the packaging duly and carefully. Open truckloads are to be covered. Individual delivery items are to be clearly identified.

5 A transport insurance will be procured only following the expressed wish of our customers and at their expense.

6 Disposable packaging will be charged at cost price. Reusable packaging (for example lattice boxes, nursery pallets) remains our property and has to be returned to us at the customer's expense.

7 Packaging and transport costs, as well as cartage, can be invoiced subsequently.

8 A delivery by truck can only take place over freely trafficable roads.

§ 5 Delivery Duties

In the case of weather-related disasters such as drought, frost, hailstorm, or other unexpected circumstances and circumstances beyond our control such as epidemics, strike, lockout, operational disruptions of all kinds, war, events similar to war, currency changes, or governmental interference, the delivery deadline is extended by the duration of the interference. If a delivery is made impossible by any of the circumstances named above, we are freed from the duty of delivery. In these cases, the customer cannot claim damages.

2 Set delivery dates are binding for us only when confirmed in writing.

3 Partial deliveries are expressly reserved.

§ 6 Measurements and Samples

1 All measurements are understood as approximate measurements. Any upward or downward deviations of up to 10% are permissible.

2 Samples are meant to show the average quality and characteristics. It cannot be expected that all of the plants will be exactly like the sample plant.

§ 7 Retention of Title

1 In the case of contracts concluded with consumers, we reserve retention of title of the goods until the complete sales price has been paid. In the case of contracts concluded with entrepreneurs, we reserve retention of title of the goods until complete payment of all outstanding demands, including all sub-demands, resulting from the existing business relationship has been effected. The retention of title also remains, if some of our demands are incorporated in current invoice and the invoice amount has been balanced and acknowledged.

2 Our retention of title regarding reserved goods is not lost if the entrepreneur as buyer stores the delivered plants or plants them on their or someone else's property until resale. The goods subject to reservation must be stored, wrapped, or planted separately from other plants and labelled clearly as coming from us. The customer commits to care for the reserved goods without payment. This includes in particular the proper storage, planting, fertilising and watering of the plants.

3 The customer is obliged to immediately inform us of any third party access to the goods, for example in the case of distraint, as well as of any damage to or destruction of the goods and to provide us with name and address of the distraint creditor. The customer is also obliged to immediately inform us of any changes to the ownership of the goods and changes of place of residence.

4 In the case of the customer's breach of contract, particularly in the case of default of payment or breach of a duty according to paragraphs 2 and 3 of this agreement, we have the right to withdraw from the contract and demand that the goods be returned to us.

5 The entrepreneur has the right to resell the goods according to proper business practices. The entrepreneur thereby transfers to us all demands of the buyer resulting from the resale, including sub-demands and any possible balance demands. We accept the transfer. After the transfer, the entrepreneur is entitled to claim the demand. We reserve the right to claim the demand ourselves if the entrepreneur does not properly fulfill its payment obligations and is in default of payment.

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6 The processing of the goods by the entrepreneur will always be carried out in our name and on our order. If these goods are mixed with goods that do not belong to us, we acquire a co-ownership of the goods in relation to the value of goods as compared to the other goods.

§ 8 Warranty and Guarantee

1 No growth guarantee is provided for the growth of the plants. If the customer explicitly demands a growth guarantee this may be invoiced separately. A growth guarantee is given for one year beginning on the date of delivery. Such guarantee requires the customer to ensure that the plants are treated properly taking into consideration the respective plant species. This includes in particular the provision of right planting depths, fertilisers and watering. Cases of force majeure, in particular drought, frost, pests, etc. are not covered by this guarantee. The growth guarantee does not present a guarantee in a legal sense.

2 A warranty concerning the genuineness of the variety is only given when explicitly asked for. For fruit plants, the warranty for the genuineness of the variety and requested documentation is only given for five years starting at the date of delivery. A warranty for soft fruit, roses and other shrubs will only be given for two years starting at the date of delivery. No guarantee is provided for the genuineness of later breeding. In the case of refined varieties or young plants, we only give a warranty for the genuineness of the delivered variety for one year starting at the date of delivery.

3 If the buyer is an entrepreneur, we will, at our own discretion, first compensate defects in the goods by rectifying the defects or supplying a replacement.

4 If the buyer is a consumer, they will at first have the choice of whether the fulfilment is to take place through rectification or replacement. We do, however, retain the right to refuse the fulfilment that has been chosen, if the fulfilment is only possible at disproportional cost, and the other option of fulfilment will not have substantial disadvantages for the consumer.

5 If the fulfilment fails, the customer is principally entitled to choose between an abatement of the payment (reduction) or rescission of the contract (withdrawal). In the case of only minor breaches of contract, in particular minor defects, the customer does not have the right to withdraw from the contract.

6 Entrepreneurs are required to notify us in writing of obvious defects within 8 days of receiving the goods; otherwise the assertion of warranty claim is foreclosed. The sending of the notice in time suffices for compliance with the deadline. The entrepreneur carries the full burden of proof for all claim conditions, particularly for the defect itself, for the time of establishment of the defect, and for the timeliness of the notice of defects. Consumers have to notify us in writing of obvious defects within two months of noticing any condition of the goods forming a breach of contract. Our receipt of notification is authoritative for the keeping of the time limit. If the consumer fails to notify us, any warranty claims cede after two months following the notice of the defect. The burden of proof for the time of noticing the defect lies with the consumer. If the consumer was convinced to buy goods through incorrect statements in brochures or flyers, the burden of proof concerning this lies with them. If the purchased good is a living plant, the consumer has to prove in the case of the plant dying, pest infestations or other disease that these statements of fact are not due to the improper treatment of the plant following its delivery.

7 If the customer chooses to withdraw from the contract because of a title or material defect following a failed fulfilment, they are not entitled to claim compensation because of the defect. If the customer opts for compensation following a failed fulfilment, the goods remain with the customer, if this is reasonable for them. The compensation is limited to the difference between the sales price and the value of the deficient goods. This does not apply if we have maliciously caused the breach of contract.

8 For entrepreneurs, the warranty limit extends over one year starting at the delivery of the goods. For consumers, the period of limitation extends over two years starting at the delivery of the goods. This does not apply if the customer has failed to notify us of a defect in time (paragraph 6 of this agreement).

9 The buying of rose varieties protected by patents and variety protection laws, as well as those whose names are trademarked, obligates the entrepreneur as the buyer to resell these varieties only with their original tags that were delivered with the plants, as well as to not use the purchased rose plants or parts thereof for the purpose of breeding, and to not resell any of those rose plants outside Germany. The entrepreneur as the buyer commits to also impose this measure upon their buyers in the case of reselling.

§ 9 Limitations of Liability

1 In the case of slightly negligent breaches of duty, our liability is limited to the foreseeable and immediate average damage, typical of the contract and appropriate for this kind of goods. This also applies for slightly negligent breaches of duty by our legal or vicarious agents. We are not liable towards entrepreneurs for slightly negligent breaches of non-essential contractual duties.

Part 5 | Deco Plants

2 The above mentioned liability limitations do not apply to a customer's claims towards product liability. Furthermore, the liability limitations do not apply for any bodily harm or damage to health or death of the customer that are attributed to us.

3 A customer's damage claims because of a defect come under the statute of limitation after one year starting at the delivery of the goods. This does not apply if we can be accused of gross fault, or in the case of any bodily harm or damage to health or death of the customer that can be attributed to us.

§ 10 Final Provisions

1 The law of the Federal Republic of Germany applies. The terms of the UN sales law do not apply.

2 If the customer is a merchant, a legal person of public law, or fund assets governed by public law, the only place of jurisdiction for any conflicts arising from this contract is our place of business. The same applies if the customer has no general place of jurisdiction in Germany or if their place of residence or usual abidance is not known at the time of institution of legal proceedings.

3 If individual provisions of the contract with the customer, including these general terms and conditions, should become partially or completely invalid, this shall not affect the validity of the remaining provisions. The partially or completely invalid provision is to be replaced by a provision that economically corresponds most closely to the purpose of the invalid one.

Part 5 | Catering

Trade Fair Catering

→ **For all enquiries, please contact:**

Kreative Mobilität GmbH & Co. KG i.G.
Detmolder Strasse 57
10715 Berlin, Germany

Order hotline	+49 33 21.17 48 63 70
Mobile phone (hotline)	+49 1 77.7 95 97 95
E-mail orders	order@kreative-mobilitaet.de
Internet	www.kreative-mobilitaet.de

Dear exhibitor,

In order to ensure the successful presentation of your company at the International Suppliers Fair (IZB) 2014, we also offer a variety of different catering services.

The fact that we are responsible for all aspects of catering at the trade fair (restaurants, cafés and the catering service for exhibitors) and are therefore also available on location at the event venue means that you can make the most of our presence and take advantage of our competence and flexibility. Our main focus is placed on providing you with rapid supplies of fresh products.

We will be more than happy to help you with:

- catering services for your installation team and staff
- the provision of food and drink for your guests
- catering services for your exhibition stand
- coffee machine and automatic coffee maker hire

When ordering your individual stand catering services, you are free to choose between a variety of different options. The information below provides a brief overview of our wide range of services.

Given that we place particularly high value on personal service and individual consultation, you will need to contact us directly to place your order. Please feel free to get in touch!

Our hotline is available daily from 8am - 7pm.
We look forward to receiving your orders!

When ordering your individual stand catering services, you are free to choose between the following options (which represent just some examples of our comprehensive range of food and drink):

Different types of filled bread rolls:

- Classic bread rolls
- Wholemeal or ciabatta bread rolls

Wholemeal baguette canapés, e.g. with:

- French brie
- Spanish salami
- Smoked salmon with horseradish

Cold finger food, e.g.:

- Salmon crêpe rolls with rocket and caviar
- Roast beef rolls with Thai asparagus

Warm finger food, e.g.:

- Baked rice balls with a bean sprout and mango filling
- Chicken cordon bleu with a mushroom filling

Rustic snacks, e.g.:

- Prunes wrapped in bacon
- Lamb sausage rolls

Lunch buffet (warm or cold), e.g.:

- Spaghettini salad (cold)
- Spinach and feta lasagne (warm)
- Chicken breast with a wild mushroom filling on a bed of fragrant herb rice (warm)

Live cooking at your exhibition stand, e.g.:

- Parmesan and Parma
- Pasta cooked in the wok and tossed in a Parmesan wheel

Fresh cakes and biscuits, e.g.:

- Mini Danish pastries
- Cakes (different types)

Alongside our food options, we can also offer you a wide variety of non-alcoholic and alcoholic drinks, as well as tea and coffee.

You can, of course, also hire the crockery, cutlery and other catering equipment required for your catering services from our company.

We additionally offer an extra-special service that enables you to hire a variety of different high-quality coffee machines and automatic coffee makers, as well as giving you the chance to order an exclusive barista service available directly at your stand.

Please feel free to contact us to arrange your individual stand catering services!

Part 5 | Insurance

Application Form | Insurance for Exhibitors
Please send your form by fax to: +49 30.25 00 92-7 55

→ **Deadline: 15th August 2014**

1 Exhibitor (please fill in clearly using block letters)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	
Hall I Stand No.	

2 Billing address (if different from exhibitor address)

Company	
Contact	
Street	
Zip/Postal c., City	
Country	
Telephone	
Fax	
E-mail	
VAT ID No.	
Our order No.	

→ **We are fully aware of the details on insurance for exhibitors (page 122) and hereby place our order with:**

Contractual Partner:
L. Funk & Söhne GmbH
Budapester Strasse 31
10787 Berlin, Germany

Telephone +49 30.25 00 92-5 10 (Ms Tarun)
Telephone +49 30.25 00 92-5 11 (Ms Bengtson)
Telephone +49 30.25 00 92-5 12 (Ms Wulf)
Fax +49 30.25 00 92-7 55
E-mail y.tarun@funk-gruppe.de
E-mail j.bengtson@funk-gruppe.de
E-mail r.wulf@funk-gruppe.de

→ **Important note: For information on premiums and conditions, please refer to the details on insurance for exhibitors on the following page. Please note that insurance cover only exists after payment of premium!**

3 INSURANCE FOR EXHIBITORS (PLEASE TICK BOXES AND FILL IN BLANKS AS APPROPRIATE)

☐ **A Exhibition materials at the trade fair**

The following goods are being exhibited:

Proposed insurance sum for the exhibited goods, stand equipment and personal effects of stand personnel.

Euros

☐ **B Additional transport insurance**

☐ Transport within Europe ☐ Transport from outside of Europe

☐ **C Liability Insurance**

☐ **D Accident Insurance**

Number of persons:

→ **We have read the conditions, we accept them as binding and we consent to their application.**

Date

Signature ✗

Signed name in block letters

Stamp

Part 5 | Insurance

Details on Insurance for Exhibitors

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On behalf of and for the account of the exhibitors, the following is offered by first-rate insurers in Germany:

A Exhibition insurance, which provides full-cover insurance of exhibition materials against all usual risks. In particular, risks covered include transportation accidents, fire, wetness (except in outside areas), theft from burglary, common theft, wilful and malicious damage by third parties. The insurance is in effect for the duration of the trade show or exhibition and – to the extent it is applied for – during shipping to and pick-up from the exhibition. Non-expedited stored goods are included for up to a period of 30 days. The co-insurance of personal property of stand personnel is limited to 5% of the insurance sum of the exhibition insurance.

This policy is governed by the 1988 Allgemeine Versicherungsbedingungen für Ausstellungs-Versicherungen AVB Ausstellungen (General Terms and Conditions of Exhibition Insurance, AVB Exhibitions) and in general, the clause concerning the exclusion of risks due to the use of chemical, biological, biochemical substances or electromagnetic radiation as weapons of mass destruction and amendment of the atomic energy exclusion. Furthermore, the following shall be valid, to the extent it is applicable and has been insured: machine-clause special conditions regarding the General Terms and Conditions of Exhibition Insurance (AVB Ausstellungen), General Terms and Conditions of Luggage Insurance.

The rate of premium is 3.5% of the value of the goods. The rate of premium increases for co-insurance of transports.

The minimum premium per exhibition/application is 50 Euros, subject to prevailing insurance tax.

In the case of damages, the insurance policyholder shall bear 25% of indemnifiable losses.

A copy of the insurance conditions can be transmitted upon request.

B The following premium supplements apply to the co-insurance of transport:
– Transports from Europe: + 1.5% supplement
– Other countries: + 3.5% supplement

C Liability insurance for claims made against the exhibitor as well as against his stand personnel and (own and third-party) stand representatives in their capacity as exhibitors.

The Allgemeine Haftpflichtversicherungsbedingungen, AHB, (General Terms and Conditions for Liability Insurance) shall apply.

The sums of cover are as follows:
– 3,000,000 Euros total for damage to persons or property
– 50,000 Euros for financial losses
– 2,000,000 Euros for environmental basic cover

The cost of the premium per person, subject to prevailing insurance tax, is 109 Euros.

D Accident insurance that provides insurance cover to the insurance policyholder, own or third-party stand representatives according to the Allgemeine Unfallversicherungsbedingungen, AUB, (General Terms and Conditions for Accident Insurance) and statutory regulations during the official duration of the trade fair or exhibition. Also insured is direct travel to and from the residence or workplace, to the extent these are located within Europe.

Sums insured:
– 10,000 Euros in the case of death
– 75,000 Euros in the case of disability

The cost of the premium per person, subject to prevailing insurance tax, is 18 Euros.

The framework contract for liability insurance and/or accident insurance is available for review in our offices and a copy can be provided upon request.

Insurance application deadline:
14 days prior to the opening of the event. For insurance applications received after that date, insurance cover shall only be provided if no incident giving rise to a claim has occurred or become known up to the time the application has been received.

Processing/Advisory Services:
The following agency has a power of attorney to act on behalf of the insurer in issuing insurance confirmations and invoices, collecting premiums, submitting reports and damage claims:

L. Funk & Söhne GmbH
Versicherungsmakler / Insurance Agents
Budapester Strasse 31, 10787 Berlin, Germany
Post Box 12 29, 10722 Berlin, Germany
Telephone +49 30.25 00 92-0
Fax +49 30.25 00 92-7 55

Part 5 | Insurance

→ Details on Insurance for Exhibitors

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Damage at the exhibition site:

1 Upon occurrence or discovery of damage, the responsible hall inspector is to be consulted immediately. The damage is also to be reported in writing without delay to the company Funk & Söhne GmbH.

2 In the case of a burglary theft or losses due to theft, this must also be reported immediately to the local police station.

Damage during transport:

To the extent that external damage is recognisable upon receiving the goods, it is to be documented in the delivery documents prior to preparing a receipt and is to be confirmed with the signature of the delivering freight forwarder/driver. Any damage not recognisable from the outside is be reported immediately upon discovery (no later than three days after delivery) to the freight forwarder who is to be requested to prepare an assessment of damage. Only by precisely adhering to the aforementioned provisions can orderly processing and claims settlement occur.

Remarks:

The insurance cover applied for shall take effect upon receipt of the application bearing the legal signature at the company L. Funk & Söhne GmbH, however not prior to the begin of the journey or transport of goods to the exhibition.

L. Funk & Söhne GmbH
Post Box 1229
10722 Berlin, Germany
Berlin Commercial Register 92 HRB 11983